

# TLC Best Practices & Recommendations



CENTURY  
COLLEGE



# Tutors Linked to Classes Program

These best practices offer strategies to make the most of the TLC program. The faculty member and tutor should discuss which specific approaches work best for them as a student support team.

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# Faculty Best Practices & Recommendations

## Collaborating with the TLC Tutor

*A strong connection between the faculty and tutor results in the best outcomes for the course. The faculty and tutor should collaborate as a team.*

*To this end, faculty should:*

- Provide clear expectations for how the tutor can engage with the class.
- Provide the tutor with pertinent course materials to best serve students.
- Keep open lines of communication with the tutor. Check in frequently or schedule regular meetings.
- Ask the tutor for feedback on what is working well with the class and what is not working so well.
- Give the tutor opportunities to share their thoughts freely.
- Provide mentorship opportunities or ask the tutor what kind of mentorship opportunities they would find valuable.

## Getting Started

*Faculty should establish an environment that involves the tutor from day one by:*

- Making it clear that the course has a special tutoring component and identifying the tutor as an integral part of the student support team.
- Talking up the tutor as a resource that is right there – tutoring where and when students need it.
- Having a plan on how to incorporate the tutor into the course. Designing specific activities or assignments that involve working with the tutor.
- Polling the class to see what days and times would work best for tutor office hours.

# Faculty Best Practices & Recommendations

## Getting Started cont.

- Including the tutor's name and contact information in the course syllabus.
- Asking the tutor to send an email introducing themselves to the class and/or create a video to introduce themselves.
- Having the tutor introduce themselves on the D2L site. Adding tutor contact information to the main page.
- Adding tutors to the D2L site for the course. Faculty should email [centuryd2l@century.edu](mailto:centuryd2l@century.edu) with the following information:
  - A request to add the tutor to the course on D2L
  - Tutor name along with StarID and/or Student ID number
  - Course semester, name, number and section

## During the Semester

*Be adaptable when it comes to how the tutor can be engaged in the course and with students. If students don't seem to be utilizing the tutor, consider how you and the tutor can adjust to meet the needs of the students.*

- Have the tutor speak not just to the course content, but also general study skills, what worked for them to be successful in the course, using other college resources, etc.
- Require students visit the tutor at least once during the semester.
- Give extra credit if students visit the tutor.
- Refer students needing extra support to the tutor.
- Ask the tutor to reach out to specific students needing extra support.
- Have the tutor arrange scheduled study sessions for small groups if students prefer this to one-on-one support.

# Faculty Best Practices & Recommendations

## During the Semester cont.

- Allow students to earn back points on a lower grade if they visit the tutor to review the assignment.
- Hold combined office hours with the tutor.

# TLC Tutor Best Practices & Recommendations

## Behaviors

*TLC tutors represent the TLC program as well as the college as a whole and should model positive behaviors.*

*To serve as this model student, tutors should:*

- Be proactive about engaging with the course and students.
- Model good student behaviors like paying attention, staying off the phone, being prepared with all materials, etc.
- Come to class early and stay after. Notify the instructor prior to an absence.
- Treat students and the instructor respectfully. Keep discussions private.

## Collaborating with Faculty

*A strong connection between the faculty and tutor results in the best outcomes for the course. The faculty and tutor should collaborate as a team.*

*The tutor can do this by:*

- Asking the faculty if they have questions or concerns about their role.
- Being honest with the faculty about strengths and weaknesses as a tutor.
- Sharing ideas about how to best support students in the class.
- Letting faculty know about any challenges students in general are having with the course material.
- Requesting weekly check-in meetings.

# TLC Tutor Best Practices & Recommendations

## Supporting Students

*The faculty and tutor should work together to determine how the tutor can best support students.*

*Specific strategies for the tutor could involve:*

- Determining what days and times work best for the students in the course before setting office hours.
- Becoming familiar with college resources and guiding students to them as needed (i.e. Writing Center, Academic Advising, Counseling).
- Emphasizing the convenience of working with the tutor on the course material. They know the instructor, know the course, and they are right there!
- Making sure students know where and when to find the tutor for outside of class support.
- Setting clear boundaries for when the tutor is NOT available for outside of class support.

***Specific in-person strategies***

- Circulate to groups during group work.
- Circulate to individual students who need help understanding content or completing in-class activities or assignments.
- Talk to the class as a group about assignments or content they struggled with or were able to understand in a different way.
- Check in with students before and after class.

# TLC Tutor Best Practices & Recommendations

## Supporting Students cont.

### *Specific online strategies:*

- Participate in the discussion board and push students to expand on their ideas.
- Provide model or example discussion posts or assignments.
- Join breakout rooms during online synchronous sessions.
- Talk to the class as a group during synchronous sessions.
- Reach out to student via email regularly, individually or as a group to share:
  - More information about course material/content
  - Resources to support student learning (websites, tools, on-campus resources)
  - Study strategies and tips for current or upcoming assignments
  - Contact information and reminders about office hours
  - Follow-up information to students that the tutors met with individually

Do you have some best practices and recommendations not reflected here?

Please share them with the Director of TLC and Peer Tutoring so this document can reflect all the great strategies and innovations faculty and tutors have brought to the program.



# Appendix

# Additional Materials

## Additional Materials

### Text for Syllabus

#### **Tutors Linked to Classes (TLC) Tutor**

In this class, you can work with a Tutors Linked to Classes (TLC) tutor. The TLC tutor is assigned specifically to this class and only supports students for this class. The tutor will attend all or most of our class meetings as well as be available for outside of class support, holding regularly scheduled weekly office hours. This tutor has taken and been successful in this class, so they are a great resource to help you be successful. Connect with them using the information below to learn more or get help.

Name: TUTOR NAME

Email: TUTOR EMAIL

Office Hours: DAYS/TIMES AVAILABLE OUTSIDE OF CLASS

Office Location: VIRTUAL/IN-PERSON, ZOOM ROOM/ROOM NUMBER