

## The Tutoring Cycle

### (Level One: Techniques for Successfully Beginning and Ending a Tutor Session)

- **Summary:** This training exposes students to Dr. Ross B. MacDonald's methodology for accomplishing specific goals in a specific manner over the course of a tutoring session.
- **When Covered:** This topic must be covered prior to tutor's first tutoring session; typically this would occur within the first two weeks of fall and spring semester.
- **Amount of Time:** 60 minutes
- **Desired Outcomes:**
  - Understand Ross B. MacDonald's "Tutoring Cycle: A Twelve-Step Process"
- **Materials Required:**
  - *The Tutoring Cycle* PowerPoint presentation along with copies for each tutor
  - *The Tutoring Cycle* steps on note cards – one set per group for up to four groups sheet
  - *The Tutoring Cycle Worksheet* – one per tutor
  - *ASC Tutor Training Evaluation* – one copy per tutor
  - Tutoring Cycle Cards – one set of cards per group
- **Citations:**
  - MacDonald, Ph.D., Ross B. *The Master Tutor: A Guidebook for More Effective Tutoring*. Williamsville, New York: Cambridge Stratford Limited, 1994.
- **Presenter Preparation Required:**
  - Reserve a room through the Academic Skills Center secretary at least one month prior to presentation; ensure that this room has a computer, projector, and screen.
  - Gather materials and photocopy necessary documents.
  - Update the Angel website with these materials.
- **Activities:**
  - During the session, each tutor will follow along and take notes on the *Tutoring Cycle Worksheet*.
  - After the session, divide tutors into four or fewer groups and have them put the twelve steps in order. Once all of the steps are in order, ask the tutors to provide examples for each step.
- **Training Modes Used:**
  - Assessment with Cards
  - Assessment with Worksheet
  - Face-to-face discussion
  - Workshop Instruction: Presentation Led by ASC Manager