

Tutor Observation / Feedback Form

Tutor

Date

Subject

Instructional Modes

- Lecture
 Discussion
 Q/A
 Review
 Problem Solving
 Other

Tutoring Skill Sets

- | | |
|---|--|
| <input type="checkbox"/> arrived on time | <input type="checkbox"/> shows interest for material being tutored |
| <input type="checkbox"/> lets tutees choose topics/set agenda | <input type="checkbox"/> uses conversational pauses to allow thinking time |
| <input type="checkbox"/> encourages tutee(s) to ID main ideas and details | <input type="checkbox"/> speaks loudly and clearly |
| <input type="checkbox"/> models problems / finding information sources | <input type="checkbox"/> uses good manners |
| <input type="checkbox"/> gives prompts / hints | <input type="checkbox"/> maintains a friendly demeanor |
| <input type="checkbox"/> checks for understanding | <input type="checkbox"/> encourages tutee(s) to think out loud |
| <input type="checkbox"/> encourages tutee to find formulae, info, answers own | <input type="checkbox"/> uses eye contact effectively |
| <input type="checkbox"/> encourages attempts at answers | <input type="checkbox"/> uses positive non-verbals |
| <input type="checkbox"/> avoids lecturing | <input type="checkbox"/> uses positive / attentive body language |
| <input type="checkbox"/> uses open-ended questions | <input type="checkbox"/> praises for contributions |
| <input type="checkbox"/> repeats questions / answers | <input type="checkbox"/> creates a safe environment for taking risks |
| <input type="checkbox"/> acts upon non-verbal cues indicating confusion | <input type="checkbox"/> establishes a positive rapport with tutee(s) |
| <input type="checkbox"/> has tutee summarize knowledge | <input type="checkbox"/> holds session to prescribed time limits |
| <input type="checkbox"/> scaffolds knowledge | <input type="checkbox"/> wears name tag |
| <input type="checkbox"/> provides handouts on learning skills | <input type="checkbox"/> completes appropriate paperwork |
| <input type="checkbox"/> shares / teaches academic skills & learning skills | |

Comments/
Observations

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Suggestions for
Improvement

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This feedback was discussed with me on _____

Observer Signature _____

Tutor Signature _____