

Tutor Self-Evaluation Form Level One

Learning Centre Tutor Self-Evaluation

The first page of this form help you keep a record of your tutor training activities as you work towards Level 1 certification. Update this record every week to track your tutor training activities.

The last page, which you will fill in during the last full week of the semester, asks you to reflect on your experiences.

Email this completed form to your Learning Strategist during the last week of the semester before the exam period.

Tutor Name:	
Semester/Year:	

Identify **the dates** that you submitted each of the Tutor Training Integration Activities Modules.

Module	Date	Module	Date
Basic Tutor Training – 6 hr		Follow Learning Centres Procedures	
Begin Tutor Certification Process		Discuss Issues of Copyright (including Fair Dealing)	
Complete LASSI (study skills for success) and Debrief with a Learning Strategist		Set a Professional and Welcoming Environment	
Create Reflective Journal Entries on Tutoring Practices		Shadow Tutoring Sessions	
Integrate Adult Learning Basics into Tutoring		Plan Sessions and Document the Tutor Processes	
Self Evaluate, Receive Tutee and Other Feedback, Create Tutoring Goals			

Tutoring Experience

Record the number of hours of actual tutoring you do each week. Do not include meeting time or time spent on Moodle.

Date													Total
Hours tutored													

Tutor Self-Evaluation Form Level One

Journal Entries

You are required to do one journal **each week** beginning in your third week of work. The topics below **are optional**; they are suggested to give you some ideas about what to write about.

Fill in the chart below, giving a title to each journal entry, and entering the date that you submit each journal as well as its number.

- What are the most important things you've learned about tutoring so far and how did you learn them?
- What are some questions you'd like your trainer to answer?
- Describe a tutoring session that you did this week. What went well? What could you have done better?
- Describe a problem that you ran into while tutoring.
- Describe an tutoring activity that you used that went well. What made it work well?
- What do you think you need to learn to become a more effective tutor?
- Describe some ways you try to get tutees to practise or apply what they are learning.
- What could you do in your responses to encourage tutees to be more independent and less dependent on you?

Topic	Date	Journal #
		1
		2
		3
		4
		5
		6
		7
		8
		9
Record your Total Number of Journal Entries:	Total	

Tutor Self-Evaluation Form Level One

Reflection on Tutoring Skills

1. What skills or courses have you mainly tutored this semester?

2. How would you describe your attendance and punctuality to workshifts, to individual tutoring sessions and to meetings? (circle)
Excellent Adequate Needs Work

3. What are your strengths as a tutor?

4. a) In what areas would you like to strengthen your tutoring skills?

- 4 b) What would help you to strengthen your skills in these areas. Include suggestions about what you can do and what faculty might help you with (e.g. topics for tutor meetings).

Reflection on Tutor Training

1. What aspects of tutor training did you find most useful? Please comment on **why** you think they were useful.

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2. What aspects of tutor training did you find least useful? Please comment on **why** you think they were not useful.

3. Other comments you would like to make about the Learning Centre or about the job of peer tutoring.

4. What suggestions can you make for topics for future tutor training / meetings?

Tutor Signature: _____ **Date:** _____

Faculty Observations:

Faculty Signature: _____ **Date:** _____

Tutor Self-Evaluation Form Level Two

Learning Centre Tutor Self-Evaluation

The first page of this form help you keep a record of your tutor training activities as you work towards Level 2 certification. Update this record every week to track your tutor training activities.

The last page, which you will fill in during the last full week of the semester, asks you to reflect on your experiences.

Email this completed form to your Learning Strategist during the last week of the semester before the exam period.

Tutor Name:	
Semester/Year:	

Identify **the dates** that you submitted each of the Tutor Training Integration Activities Modules.

Module	Date	Module	Date
Level II Basic Tutor Training – 6 hr		Follow Learning Centres Procedures	
Continue Tutor Certification Process		Academic Honesty (Cheating & Plagiarism)	
Complete TESAT and Debrief with a Learning Strategist		Analyze Tutor Ethics in Action	
Create Reflective Journal Entries on Tutoring Practices		Presentation Skills (use scripts for class visits)	
Legal Responsibilities for FIPPA, Human Rights and Harassment Issues		Revise Sessions and Document the Tutor Processes	
Self Evaluate, Receive Tutee and Other Feedback, Create Tutoring Goals			

Tutoring Experience

Record the number of hours of actual tutoring you do each week. Do not include meeting time or time spent on Moodle.

Date													Total
Hours tutored													

Tutor Self-Evaluation Form Level Two

Journal Entries

You are required to do one journal **each week** beginning in your third week of work. The topics below **are optional**; they are suggested to give you some ideas about what to write about.

Fill in the chart below, giving a title to each journal entry, and entering the date that you submit each journal as well as its number.

- What are the most important elements of privacy in tutoring so far and how do you apply them?
- Describe a tutoring session that you did this week. What went well? What could you have done better?
- Reviewing your TESAT results, what will you be working on to become a more effective tutor?
- Describe an ethical issue that you have encountered while tutoring.
- Describe a tutoring activity that you used a number of times. Document this activity for future use and describe why it is useful.
- Describe some ways you encourage Academic Honesty by tutees.
- What could you do in your responses to encourage tutees to be more independent and less dependent on you?

Topic	Date	Journal #
		1
		2
		3
		4
		5
		6
		7
		8
		9
Record your Total Number of Journal Entries:	Total	

Tutor Self-Evaluation Form Level Two

Reflection on Tutoring Skills

1. What skills or courses have you mainly tutored this semester?

2. How would you describe your attendance and punctuality to workshifts, to individual tutoring sessions and to meetings? (circle)
 Excellent Adequate Needs Work

3. What are your strengths as a tutor?

4. a) In what areas would you like to strengthen your tutoring skills?

- 4 b) What would help you to strengthen your skills in these areas. Include suggestions about what you can do and what faculty might help you with (e.g. topics for tutor meetings).

Reflection on Tutor Training

1. What aspects of tutor training did you find most useful? Please comment on **why** you think they were useful.

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2. What aspects of tutor training did you find least useful? Please comment on **why** you think they were not useful.

3. Other comments you would like to make about the Learning Centre or about the job of peer tutoring.

4. What suggestions can you make for topics for future tutor training / meetings?

Tutor Signature: _____ **Date:** _____

Faculty Observations:

Faculty Signature: _____ **Date:** _____

Tutor Self-Evaluation Form Level Three

Learning Centre Tutor Self-Evaluation

The first page of this form help you keep a record of your tutor training activities as you work towards Level 3 certification. Update this record every week to track your tutor training activities.

The last page, which you will fill in during the last full week of the semester, asks you to reflect on your experiences.

Email this completed form to your Learning Strategist during the last week of the semester before the exam period.

Tutor Name:	
Semester/Year:	

Identify **the dates** that you submitted each of the Tutor Training Integration Activities Modules.

Module	Date	Module	Date
Level III Basic Tutor Training – 6 hr		Follow Learning Centres Procedures	
Complete Tutor Certification Process		Create Supplemental Materials for Tutees	
Complete TESAT (2) and Debrief with a Learning Strategist		Create Reflective Journal Entries on Tutoring Practices	
Consolidate a Tutoring Portfolio		Collate Sessions and Document the Tutor Processes	
Self Evaluate, Receive Tutee and Other Feedback, Create Tutoring Goals			

Tutoring Experience

Record the number of hours of actual tutoring you do each week. Do not include meeting time or time spent on Moodle.

Date														Total
Hours tutored														

Journal Entries

You are required to do one journal **each week** beginning in your third week of work. The topics below **are optional**; they are suggested to give you some ideas about what to write about.

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Fill in the chart below, giving a title to each journal entry, and entering the date that you submit each journal as well as its number.

- What are the most important things you've learned about tutoring so far and how did you learn them?
- What are some questions you'd like your trainer to answer?
- Describe a tutoring session that you did this week. What went well? What could you have done better?
- Compare your two TESAT results, what have you done that have made changes from the first to the second one?
- Describe a complex tutoring situation that you ran into while tutoring. What did you do?
- Describe a tutoring instance where the tutee needed supplemental materials. What did you develop or draw on?
- Reflect on the personal changes that you have gone through from Level One to Level Three and how you have become a more effective tutor.
- What could you do in your responses to encourage tutees to be more independent and less dependent on you?

Topic	Date	Journal #
		1
		2
		3
		4
		5
		6
		7
		8
		9
Record your Total Number of Journal Entries:	Total	

Tutor Self-Evaluation Form Level Three

Reflection on Tutoring Skills

1. What skills or courses have you mainly tutored this semester?

2. How would you describe your attendance and punctuality to workshifts, to individual tutoring sessions and to meetings? (circle)
 Excellent Adequate Needs Work

3. What are your strengths as a tutor?

4. a) In what areas would you like to strengthen your tutoring skills?

- 4 b) What would help you to strengthen your skills in these areas. Include suggestions about what you can do and what faculty might help you with (e.g. topics for tutor meetings).

Reflection on Tutor Training

1. What aspects of tutor training did you find most useful? Please comment on **why** you think they were useful.

Tutor Self-Evaluation Form Level Three

2. What aspects of tutor training did you find least useful? Please comment on **why** you think they were not useful.

3. Other comments you would like to make about the Learning Centre or about the job of peer tutoring.

4. What suggestions can you make for topics for future tutor training / meetings?

Tutor Signature: _____ **Date:** _____

Faculty Observations:

Faculty Signature: _____ **Date:** _____