

TUTORING EXCELLENCE RUBRIC

Name of Tutor:

Name of Learning Strategist:

Date:

Location:

Tutoring Cycle Step	Basic Criteria of Tutoring Excellence	Exemplary Evidence of Outcomes Met	Supports & Change Suggestions for Improvement
Welcome – Tutor to Tutee	<ul style="list-style-type: none"> <input type="checkbox"/> Tutor introduces self and greets the tutee by name in a professionally friendly manner. <input type="checkbox"/> Sits side by side with the tutee. 		
Tutee Agenda Request	<ul style="list-style-type: none"> <input type="checkbox"/> Tutor asks the tutee to state the concern they bring to the session. 		
Probe to identify Scope / Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Tutor asks clarifying questions to collaboratively identify the central concern. <input type="checkbox"/> Tutor works with tutee to identify the steps needed to complete the central session task and time needed. 		
Focus on an Achievable Objective	<ul style="list-style-type: none"> <input type="checkbox"/> Sets the agenda for the session collaboratively with the tutee. <input type="checkbox"/> Identifies time needed for each step in the agenda. <input type="checkbox"/> Confirms the agenda with the tutee. 		
Align (and Realign) to Meet Tutee Needs	<ul style="list-style-type: none"> <input type="checkbox"/> Tutor asks questions to understand the tutee's approach to learning course content. <input type="checkbox"/> Identifies the ways tutee uses course materials. <input type="checkbox"/> Asks tutee to describe how they would approach this or similar tasks. 		
Tutor Input and Modelling	<ul style="list-style-type: none"> <input type="checkbox"/> Tutor does not offer lengthy explanations of content. <input type="checkbox"/> Tutor models techniques to be learned. <input type="checkbox"/> Tutor uses Socratic questioning to encourage critical thinking. <input type="checkbox"/> Tutor uses appropriate wait time to allow the tutee to think and respond. 		

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Tutee Response	<ul style="list-style-type: none"> <input type="checkbox"/> Tutor asks tutee to summarize content learned, allowing the tutee to self-correct as necessary. <input type="checkbox"/> Tutor evaluates tutees understanding, returning to the previous step if necessary 		
Tutor Feedback	<ul style="list-style-type: none"> <input type="checkbox"/> All feedback, positive or negative, is focused on specific behaviour. <input type="checkbox"/> Tutor feedback is clear and professional <input type="checkbox"/> Tutor evaluates tutee response, returning to the previous step if necessary. 		
Resources	<ul style="list-style-type: none"> <input type="checkbox"/> Tutor provides access to resources. <input type="checkbox"/> Tutor asks questions to help the tutee identify their next steps and appropriate learning resources. 		
Review	<ul style="list-style-type: none"> <input type="checkbox"/> Tutor affirms tutee learning in the session. <input type="checkbox"/> Tutor asks tutee to summarize the underlying process used to complete the task (how they would do a similar task in the future). 		
Closure	<ul style="list-style-type: none"> <input type="checkbox"/> Tutor allows the tutee to decide if they wish to schedule another session and (If applicable) Identifies an appropriate time for the next meeting. <input type="checkbox"/> Tutor ends on a positive note and with an appropriate closing. 		
Document the session	<ul style="list-style-type: none"> <input type="checkbox"/> Tutor documents session with note and reference materials. 		