

## After School English Club Overview

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The Hartford Public Library program for immigrant and refugee youth serves English Language Learners (ELLs) at Bulkeley High School. The primary goal is helping ELLs master English for college & career readiness. Other key goals include:

- increasing students' sense of belonging
- fostering their leadership development
- increasing students' familiarity with technology
- providing assistance with homework

## Tutor Roles & Responsibilities

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- Attending tutoring sessions on a weekly basis
- Listen actively with interest and care
- Provide support and guidance for successful completion of homework and class projects
- Be a patient and encouraging guide for students, respecting individual and cultural differences.

## Tutor Guidelines\*

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### DO:

- Listen attentively to what the student says.
- Be adaptable.
- Be able to recommend available resources.
- Be ready to present information in various ways if needed.
- Exhibit patience.
- Ask questions.
- Be relaxed. It helps set people at ease.
- Report any issues of concern you may encounter while working with a student to staff.

### DON'T:

- Don't do homework for the students.
- Don't be afraid to say that you don't know the answer, or can't think of another way to explain it.
- Don't ignore students who need help. Explain that you will get to them as soon as you can.
- Don't rush students.
- Don't talk down to students.
- Don't minimize or maximize the task.

\* Adapted from Cornell University's *Tips for Tutors* - <http://lsc.cornell.edu/tutoring/tips-for-tutors/>

## Tips for Tutors\*

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- Use simple language. Remember, there is a difference between understanding a topic and teaching it.
- Provide information that the student needs, rather than what you know.
- Be aware of how fast you are speaking. Speak clearly and deliberately.
- Ask one question at a time.
- Use “wait time,” giving students adequate time to respond to questions.
- Check to see if you have been understood (i.e., asking comprehension questions)
- Ask a student to explain back to you the steps that were needed to solve a problem.
- Admit when you don’t know the answer.
- Refrain from commenting on how easy a problem or concept is to understand.
- Encourage students to practice speaking in English.
- Actively teach study skills, techniques, and strategies.
- Keep a positive attitude about the person you are assisting – show this on your face and body language.
- Show enthusiasm for learning, modeling curiosity and interest.
- Inquire about students’ upcoming school assignments
- Encourage the students to keep a calendar or agenda for assignments (either virtual or hard copy).
- Look for opportunities to encourage and honestly affirm the student’s work!

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