After School English Club Overview

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

- 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*

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/](http://lsc.cornell.edu/tutoring/tips-for-tutors/)
Tips for Tutors*

- 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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