# **Tutor GUIDANCE FORM**

**Name tutee:** ……………………………………………………………………………………………  **Date:** ……………

**Education and academic year:** ………………………………… ……………… …………  **Session no.:** ………

**STEP 1: Baseline measurement (Start)**

1. **Request for help from student**
* Subject-specific: ……………………………………………………………………………………………………………………………………………………………
* Study skills: ………………………………………………………………………………………………………………………………………………………
* Planning: …………………………………………………………………………………………………………………………………………………………………………
* Exam Skills: ……………………………………………………………………………………………………………………………………………………
* Socio-academic integration: ………………………………………………………………………………………………………………………………………
* Academic writing/research skills: …………………………………………………………………………………………………………
* Academic language: ……………………………………………………………………………………………………………………………………………………
* Other: ………………………………………………………………………………………………………………………………………………………………………………
1. **Check homework assignment/current (concrete) questions from student**

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**STEP 2: Guidance (Core)**

1. **Guidance plan/goal**

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1. **Material used**

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1. **Session**

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* **Competence:** ………………………………………………………………………………………………………………………………………………………………………

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* **Autonomy:** ……………………………………………………………………………………………………………………………………………………………………………

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* **Connection:** ……………………………………………………………………………………………………………………………………………………………………

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**STEP 3: Homework assignment for the next session (Closing)**

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**STEP 4: Self-evaluation after the tutoring session**

How did your tutee evolve (in relation to the initial situation (baseline) and the guidance goal/plan that you had drawn up)?

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Points for attention (discuss 1 element/moment). What went less well? Why? How would you handle it next time?……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Other: …………………………………………………………………………………………………………………………………………………………………………………………………………

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