

INTRODUCTION TO TEACHING
TUTORING MANUAL
(ED/EL 220)

OFFICE OF FIELD PLACEMENT
AND LICENSURE (OFPL)

THE TEACHERS COLLEGE
EMPORIA STATE UNIVERSITY
EMPORIA, KS 66801

Introductory Comments

As an ED/EL 220 student at Emporia State University, you will participate in a tutoring experience. During this experience, you will tutor under the supervision of a classroom mentor teacher.

This manual includes a tutoring log. You will be expected to complete a log entry for each day that you tutor. Upon completion of the tutoring experience, you will write a reflective essay about your tutoring experience. The tutoring log will help you to keep track of necessary details from your tutoring experience to use in the reflective essay. Please do not use the names of students in your tutoring log or reflective essay.

Your tutoring placement will last throughout the semester regardless of whether you complete tutoring hours early. Your mentor teacher will rely on you to attend on all the dates and times you are scheduled.

Evaluation

Your work as a tutor will be formally evaluated twice.

1. Your mentor teacher will complete a mid-term evaluation via Qualtrics link. (Kacey Boyce will send and receive all evaluations.)
2. Your mentor teacher will also complete a final evaluation via Qualtrics link. Near the end of the semester, tutors share their completed manuals with their mentor teacher before submitting the manual to their 220 course instructor. Be sure to allow the mentor teacher a few days to review the manual prior to their signing the tutoring log. Your mentor teacher must read your completed manual and document that your tutoring experience has been satisfactorily completed by signing the FINAL MENTOR TEACHER EVALUATION OF TUTOR form.

Professionalism

Conduct yourself in a professional manner. Recognize that this is your first opportunity to make a professional impression. Project a demeanor that earns respect.

1. Punctuality: Once a starting time is assigned, you must make sure that you arrive on time each day.
2. Attendance: You must complete all assigned tutoring hours in order to earn credit.

Attendance is one of the most critical elements of the tutoring experience. You must attend your assigned school on the day and times assigned. Discuss with your mentor teacher the best way to communicate with them if you are too ill to attend at your assigned time.

3. Professional appearance: During your first meeting with your cooperating teacher, discuss the dress code expectations for your building. Follow these expectations every time you tutor.
4. Positive attitude: Be friendly, courteous, and pleasant at all times.
5. Confidentiality: Keep comments or opinions about what you observe confidential, and if you want to discuss these issues, contact your ED/EL 220 instructor. Under no circumstances are you to make negative comments about students, teachers, administrators, or any programs related to your placement.
6. Cell phones: Leave your cell phone in your car or turn it off. Do not use your phone while you are tutoring.

Additional Notes

1. Park in appropriate areas. If you are assigned to Emporia High School or Emporia Middle School, be sure to follow the regulations for parking and always display the parking permit.
2. Identification nametags provided by ESU are required in most buildings.

Reflective essays

The mission of the Teachers College is to develop **The Professional, defined as six proficiencies: provides service to society, applies interdisciplinary scholarly knowledge, engages in effective practice, responds to uncertainty and change, relies on self-reflection, and belongs to the professional community.** The following essays are designed to begin the development of these skills in candidates for admission to the Teacher Education Program.

Part I: The experience of working with students.

Write a one-to-two-page reflective essay based upon your experience when working with students. The goal of this essay is to reflect on what you learned from your experiences and observations. Explain the reasoning behind each answer.

- What do you believe to be the most challenging and rewarding aspects of teaching?
- What are some of the most important things you have learned during your experience working with children?
- Has your decision to teach been influenced by this experience?

Part II: Your philosophy of teaching.

Your own philosophy of education is very important because it provides focus and emphasis for your teaching. Working to develop your philosophy helps you to become aware of your own goals and values, which prepares you to integrate them with the goals and values espoused by your district and your community.

Your statement of philosophy is a description of your own goals and beliefs as a teacher. There is no “right” philosophy. You will refine, augment, and develop your philosophy for the rest of your career.

Below are some guidelines to keep in mind to produce a well-written, focused, and articulate statement of your philosophy. Your philosophy should be no longer than two pages, typed and double-spaced. Somewhere in your statement of philosophy, answer the following questions:

- What is the purpose of education? (What goals do you want your students to achieve?)
- What is the student’s role? (What are students’ responsibilities?)
- What is the teacher’s role?
- How can a future teacher prepare for that role?
- How do you view the students you will be working with?

- How are students similar?
- How are student different?
- Do all students have potential?
- What should a classroom environment (physical and psychological) be like?