Tutorial Expectations

Before:

1. Have TRF complete and ready to turn in before entering the room
	1. What does it mean to have a complete TRF?
2. Have tables and chairs and boards and supplies set up before the bell rings
3. Have resources out
	1. What are your resources?
4. Have 3-column notes paper out ready to write on
5. Update your agendas for my class and other classes if not complete
6. What should the noise level be during this time?

During:

1. As soon as the tutor instructs you on where to sit, get there and get organized
2. After everyone is settled, share/ listen to each POC and decide who will be the 1st presenter
	1. Why do we do this?
	2. Who should be the 1st presenter?
3. Set up board by writing down POC and Notes.
	1. Why not steps yet?
4. Share 30 second speech.
	1. How do you start it?
	2. How do you end it?
5. As an audience, ask questions/ use inquiry to assist the presenter and copy down notes
	1. How many questions minimum should you be asking?
6. As a presenter, don’t forget to label your “Aha” moment(s)
7. After the presenter has found their answer, audience should ask check for understanding questions
	1. How do you do this?
8. Presenter should be very specific when writing out steps (specific to type of problem, not the problem itself)
9. Presenter should share steps
10. Presenter should complete 30 second exit speech
	1. What does this include?

After:

1. After tutorial time is up, all students should be seated and Reflect and Connect (something they learned or found meaningful)
	1. What is the difference?
2. Once everyone has shared out, begin writing out reflections
	1. Is it ok to begin writing before everyone has shared?
	2. Is it ok to collaborate while writing out reflections?
	3. How are you graded on your reflection?
3. Once everyone in your group has completed their reflections, quickly move tables and chairs back to correct locations and begin working/wait for instruction