

Embedded Tutoring: Faculty Guide

Embedded tutoring is when a peer tutor from the Writing Lab is explicitly connected to an English course so that students can receive individualized support with their coursework. This project kicked off as a pilot project that has been made possible with funding from the Bellevue College Foundation and Guided Pathways.

Objectives

- To provide focused support to students within English courses to increase student success and retention and prepare them for continued academic writing
- To provide students more individualized support and feedback on class assignments, and to focus further on targeted areas or a specific skill
- To expose students to tutoring who may not seek it otherwise
- To create a working relationship between Faculty and tutors to deliver directed support

Embedded Tutoring Summary

The tutor embedded in your course has been trained to support your students in the following ways:

- Available 6-10 hours a week to meet with students individually by appointment or to answer quick questions by chatting online
- Knowledge of assignments and class activities
- Direct tutoring feedback towards relevant skills and concepts in the course
- Assistance with assignment comprehension
- Moderate Q&A discussion boards or Teams chat
- Facilitate peer review groups to encourage peer response among students
- Reach out to students to encourage them to make tutoring appointments

First Week of Quarter

- Once you receive an email from the Faculty Chair of the Writing Lab notifying you that you have been assigned an embedded tutor, submit a [ticket](#) to ITS to add the embedded tutor to your Canvas course site(s) as a **Class Assistant**.
- Receive and import the “Writing Lab Embedded Tutor Support” module to your Canvas course site(s).
- Meet with your embedded tutor and walk them through your course site, noting key assignments and demonstrating how to navigate the course. Set up expectations for how the tutor should interact with your students to promote tutoring.
- Introduce the tutor to your class, either in your Getting Started module or through Announcements.
- Consider whether you will require students to meet with the embedded tutor for a class assignment, or if you will offer extra credit to students who work with the embedded tutor. (For required meetings, make sure your tutor will be able to accommodate all students during their

available shifts; give students enough notice of the requirement, or refer students to the Writing Lab in addition to the embedded tutor.)

During the Quarter

- Communicate with the embedded tutor throughout the quarter to keep one another updated on upcoming assignments, highlight course concepts or skills, and share insight into how students are doing.
- Encourage participation by reminding students to utilize the embedded tutor for feedback on their assignments.
- Remind students of the hours that the embedded tutor is available.
- Reach out to students who might benefit from the extra support.
- Incentivize students to visit the embedded tutor by offering extra credit.

End of the Quarter

- Complete the survey regarding your experience with embedded tutoring.
- Sign up for another quarter of embedded tutoring.

Questions?

Contact the Faculty Chair of the Writing Lab, Zhenzhen He-Weatherford at zhenzhen.hw@bellevuecollege.edu