

Embedded Tutor Guidelines and Requirements

Duties of the Embedded Tutor

1. Have regular/weekly interactions with faculty
2. Attend **at least** one class a week for assigned course sections
3. Hold study groups when required by faculty or student
4. Hold drop-in hours for students in the Learning Center/SI Center as part of their regular work schedule
5. The Embedded Tutor (ET) is required to
 - a. Introduce yourself and meet the instructor during the first week of the term, preferably before the first day of class
 - b. Obtain a copy of the instructor's syllabus during the first week of the term and use the syllabus as a template to plan which days you will be attending the lecture
 - c. In conversations with the SI Coordinator and your assigned faculty, establish which class you will attend each week
 - i. This may vary depending up the needs of the instructor and/or students
 - ii. ET must attend at least one class a week for the sections they are assigned