TUTOR TUTORIAL PROCESS CHECKLIST

☐ **All students take out resources** (notes, textbooks, AVID Tutorial resources, etc.)

☐ **All students read POCs** and select student with the most need to go 1st

☐ Ensure **board setup is uniform (IQ/POC/Work/Steps)**

☐ Ensure **IQ is written with directions** and is **clear** (ex. Combine like terms 2x+3-x-9)

☐ Ensure **POC** is written without personal pronouns and **developed from IQ**, identifying a **clear and specific** point of confusion (if not, have presenter rewrite POC)

☐ Presenter says **30-Second Speech** (IQ, **What they know, Pre-work, POC**)

☐ Presenter **changes marker color** to show work from group interaction

☐ Tutor **interacts with group members** and uses strategies to help them assist presenter in solving the problem

☐ Presenter **identifies a-ha moment** with an exclamation mark(!) in the work and in the steps

☐ Presenter **writes process steps using academic language** (no specific numbers)

☐ Presenter **summarizes their learning** through the **30-Second Reflect and Connect** and the **tutor** ensures **academic language is used** (review steps to solve/A-ha moment that connects learning to POC)

POC Question Examples:

After doing the inverse operation of subtraction to both sides, what is my next step?

What steps need to be taken to get the variable by itself?

Does subtracting negative integers always equal a negative number?

How does the mass and number of springs affect the problem?

Which numbers should be plugged into the equation to solve the problem?

If a fraction has a negative exponent is it multiplied or divided by the number outside the parentheses?

How can square roots be multiplied?

POC Sentence Starters

What are the steps to_____?

What is the process for finding_____?

How does the _____ show the _____?

What is needed to solve_____?

How is _____ the same/difference from _____?

Is there a way to check _____?

How can this be simplified if _____?