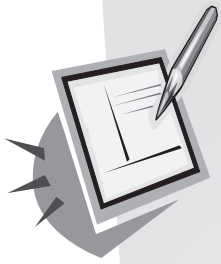


# Steps in the Tutorial Process

## Before the Tutorial



**1**  
Students take Cornell notes in their academic classes.



**2**  
Students complete the pre-work inquiry on the Tutorial Request Form (TRF) while reviewing Cornell notes, completing homework or studying for a quiz/test.

**3**  
As students enter the room, the teacher/tutor checks the TRF pre-work and Cornell note resources.

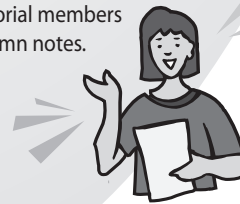


## During the Tutorial

**4**  
Students are divided into tutorial groups to meet the 7:1 student/tutor ratio.

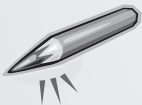


**5**  
The student presenter begins the tutorial by giving a 30-Second Speech about his/her pre-work. Tutor and group members ask questions to guide the student presenter through the critical thinking process. All tutorial members take three-column notes.



## After the Tutorial

**8**  
Students complete a written reflection on the learning that occurred from clarifying the point of confusion.



**9**  
Students turn in their TRFs to teacher/tutor for grading and feedback.



**10**  
Teacher/tutors/students debrief the tutorial process. Students verify their learning in their academic classes.



**6**  
The group members/tutors check for understanding as the student presenter reviews the work and articulates the steps/process used to clarify the point of confusion.



**7**  
Steps 5 and 6 are repeated for as many group members as time allows.

