SESSION PROTOCOL MODULE

It is critical that you observe how tutors structure sessions. As you work with experienced tutors, pay attention to how they employ each element of protocol in their work.

PART 1: BEGINNING THE SESSION

Prepare

Look up the name of your client on the scheduler. Using the Report System, check previous tutor reports on this client and consider how this information can help you approach your session.

1) If your client has been to the Center before, what was the most recent appointment? What was the goal and content of that appointment? Reason: in case the client plans to do further work with that paper.
2) Scan other previous reports for trends, patterns, and what was addressed in the session. Reason: so you can build on previous tutor work and encourage growth. Most importantly, so you do not contradict your colleagues or confuse clients with new language or strategies that might distract his/her progress.

   EXAMPLE: Scenario: Gabriel brings in a complete first draft of his paper on agroecosystems.

   Report: Gabriel came to the Writing Center to brainstorm ideas for his paper on agroecosystems. We began the session by reading the assignment and writing down the implicit and explicit questions it

3. Description of 45 -minute appointment followed by client feedback form .

PART 2: SETTING A SESSION GOAL

Ask the Client Informational Questions

following questions! If it is

session.

Do you have an assignment sheet with you?
When is this assignment due?
How much time do you have to put into this paper?
Where are you in the process? What have you generated?
How is it going so far?/Has anything slowed you down?/Has one part been harder to write th an another?
Do you have teacher comments?
Have you revised it?
What is your thesis? / What are you arguing? (then see if his/her answer matches the thesis in his/her paper)
Do you have any specific questions or concerns?
What do you want my help with most today? /What do you definitely want us to discuss before you leave today?

Review the Assignment Sheet

the client evaluate if he/she has fully completed the assignment is critical (see Assessing the Assignment Module).

If the client does not have an assignment sheet, ask him/her what his/her understanding is of the assignment. Take notes as he/she explains. When writing your client rep ort, be sure to note that the client did not have his/her assignment sheet, so you had to base your session on his/her understanding of the assignment, which was x.