

# TUTORIAL GOAL SETTING REPORT

(TO BE COMPLETED BY THE STUDENT AND TUTOR)

STUDENT \_\_\_\_\_ COURSE \_\_\_\_\_ TUTOR \_\_\_\_\_

**Please discuss the prompts below with your tutor. Your responses will help you and your tutor create an action plan to assist you in meeting your goal(s) this semester in your course.**

1. (Review your student info sheet): What is/are your goal(s) for this class?
2. What is your current homework average?
3. What grade did you receive on your first test?
4. If your current grades stay the same throughout the semester, will you meet your goal? Have you changed your goal since the beginning of the semester?

**If you are meeting your goal, we will discuss ways to become more efficient. If not, we must identify specific strategies to change your study approach to better your chances of meeting your semester goal.**

## TEST REVIEW

1. Were you surprised by any of the questions on the test? Why or why not?
2. Did you run out of time on the test?
3. Did you finish early? If so, how much time was remaining?
4. Do you complete practice tests? If so, how do you complete them?

## RESOURCES

### *Notes*

1. Describe how you review/study your notes
2. How often do you review your notes?
3. How often do you rework examples in your notes without looking at the solution?
4. Do you write down everything the instructor writes down?
5. On a scale of 1 to 10, on the day before the test, if I picked out an example from your notes, what are the chances that you would be able to solve it without looking at the solution? (Pick one or two problems to verify)

### *Textbook*

1. How often do you read ahead before going to class?
2. Does your instructor suggest specific problems from the textbook? Do you practice them?
3. How often do you rework examples from your textbook without looking at the solution?
4. On a scale of 1 to 10, on the day before the test, if I picked out an example from your textbook, what are the chances that you would be able to solve it without looking at the solution? (Pick one or two problems to verify)

### *Homework*

1. Describe how you complete homework and how long it takes to complete it
2. How long do you typically work on a problem without being able to figure it out?
3. Do you rework homework problems after they have been submitted/graded?
4. Do you rework homework problems without using your resources?
5. Do you rework homework problems without looking at the solution?
6. Do you rework homework problems on your own?
7. On a scale of 1 to 10, on the day before the test, if I picked out an example from your homework, what are the chances that you would be able to solve it without looking at the solution? (Pick one or two problems to verify)

### *Other Resources*

1. What other tutorial center or other assistance for your subject is available? When is it available?
2. How many times have you been to your professor's office hours (for any subject)?
3. Do you have a study group? When will you meet with them?
4. Does your professor provide additional worksheets or other supplemental material?
5. Do you attend SI sessions (if available)? Why or why not?

### **TIME MANAGEMENT**

1. What days and times do you study for this class (beyond doing homework and going to class)?
2. Where do you study? Is it effective for you? Do you find yourself being distracted when you study?
3. How much time are you studying for this course per week (beyond going to class and tutoring)?
4. How does this compare to the recommended 2-3 hours of study time outside of class for each class contact hour/week?
5. How far in advance of a test do you begin studying?

**What is the date of your second test?**

**What other tests or assignments do you have the week of the next test?**

**Would you like to continue receiving weekly assigned tutoring to help you meet your goals? Is moving to the sign-up program more appropriate for your needs?**

**If you are not currently meeting your goal, use the attached weekly calendar or your own planner/calendar to make a detailed study plan with your tutor that will help you prepare for your next test.**

**TUTORIAL GOAL SETTING REPORT**  
(TO BE COMPLETED BY THE TUTOR AFTER THE TUTORING SESSION)

**STUDENT** \_\_\_\_\_ **COURSE** \_\_\_\_\_ **TUTOR** \_\_\_\_\_

**Please discuss the question prompts with your tutee. Then summarize the information and set goals below.**

1. What is/are the student's goal(s) from the student info. Sheet?
2. What is his/her current homework average? \_\_\_\_\_
3. What grade did he/she receive on his/her first test? \_\_\_\_\_
4. Is he/she meeting his/her goal(s)? (circle one)     Yes     No

**TEST REVIEW**

Summarize the student's responses to the test review questions. Be sure to discuss whether he/she was surprised by any of the test questions and why.

What changes, if any, should your student make to improve his/her current study habits?

**RESOURCES**

Summarize the student's responses to the resources questions. Be sure to comment on the likelihood that he/she would be able to solve a problem out of each of their resources without looking at the solution, using a scale of 1 -10, as well as how much he/she has utilized his/her professor's office hours.

What changes, if any, should your student make to improve his/her current study habits?

## **TIME MANAGEMENT**

Summarize the student's responses to the time management questions. Be sure to include how much time each week he/she feels he/she should be studying for the course to meet his/her goal compared to how much time each week he/she actually is studying for the course.

What changes, if any, should your student make to improve his/her current study habits?

What is the date of his/her second test? \_\_\_\_\_

What other tests or assignments does he/she have the week of the next test?

Does he/she wish to continue receiving tutoring to help him/her meet his/her goals?     Yes     No

**Will he/she be able to continue with the same study approach and meet the goal for the semester. If he/she is not meeting the goal, attach a copy of the detailed weekly study plan that you created together that will help him/her prepare for the next test.**

**What will you, the tutor, do to hold your student accountable to this plan? Be specific.**

# WEEKLY SCHEDULE: TIME MANAGEMENT

1. Block out the times each day that you are unavailable and write what you are doing (e.g., class, working at a job, extracurricular responsibilities, family obligations, etc.)
2. Then, block out times that you will study, and what you will specifically do (e.g., do practice problems, read the book, visit professor's office hours, meet with a study group, etc.).

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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