

PLD Adult Literacy Tutor's First Meeting Checklist

Today's Date: _____ Time: _____

Tutor Name: _____

Phone: _____ e-Mail: _____

Student Name: _____

Phone: _____ e-Mail: _____

Emergency Contact #: _____

Subject (circle one): English Computer Skills

Please cover the following items with the student you are tutoring:

___1. Establish regular meeting times that suit both your schedule and the student's schedule.
The time/day you'll meet is: _____

___2. Discuss the subject and the student's concerns/interest with regards to tutoring. What are their strengths and what would they like the most help with regards to tutoring. List **THREE** main goals that the student would like to accomplish:

A. _____

B. _____

C. _____

___3. Discuss mutual responsibilities (e.g., being on time for the session, giving early notice if either you or the student needs to cancel, your policy regarding lateness, & how long you will wait.)

___4. Establish boundaries (e.g., you can call my cell phone, but not after 9PM, phone calls are limited to 10 minutes, I can only provide brief advice by e-mail, etc.)

___5. Spend time getting to know each other, interests, hobbies, family, and work.
