5 STEP PROCESS

Tutor Outreach to Faculty/Tutor-Faculty Collaboration

1. **Assess the student’s learning needs.**

2. **Identify the ways in which faculty can help you to address the learning needs of the student.**

3. **Before you make the initial outreach to faculty, engage the support of the Coordinators of Tutoring.**
   a. Discuss your interest in potential outreach to faculty with coordinators.
   b. Share questions and concerns about the student’s learning needs with coordinators and propose your outreach plan and approach to faculty.
   c. Confirm that your student has authorized in writing that tutors and teachers can share information.

4. **Reach out to faculty.**
   a. Make the initial contact to faculty by email.
   b. Copy one or more coordinators on your outreach email.
   c. **Assure faculty in your email that the student has signed the necessary paperwork allowing tutors and teachers to share information.**
   d. Save all email correspondence with faculty to a folder in your tutor my.bc3.edu email.

5. **Follow up with all parties—faculty, coordinators, students.**
   a. Follow up with faculty as needed, based upon the faculty member’s response to your outreach effort.
   b. Keep coordinators in the information loop throughout the outreach/collaboration process.
      i. Provide coordinators with feedback on your outreach/collaboration experience with faculty.
      ii. Provide coordinators with feedback on student’s progress.
      iii. Enlist the help of coordinators at any time during the process.
   c. Keep the student in the loop.
      i. Discuss faculty recommendations with the student.
      ii. Implement recommended strategies.
      iii. Closely monitor/track student’s progress.

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