**Tutorial and TRF - Tutorial Request Forms Directions**

*Tutorials* are designed to assist the students with retention of material, clarification of new concepts, and studying class material from core classes. Students accomplish this by working in subject specific groups with their peers and using inquiry skills to problem solve. *Tutorials* are an integral part of AVID and one of the main study concepts that is utilized within the program.

At AVID’s core is Ebbinghaus’s theory of memory. If the students sit in class and take copious notes, but do nothing with them they retain 59% of what they have learned. If they go back and go over their notes and work with them students then retain 90% of what they learn. *Tutorials* give the students a chance to work with their notes and class materials! With *Tutorials* students take what they learn in class during all of their core classes and choose one area to work on and improve their overall retention of the material. Every student wants 90% A’s, and not 59% F’s!!!

*Tutorials* are twice a week. This year in our class *Tutorials* are Tuesdays and Thursdays every week. For each *Tutorial* the TRF front page is due, and then the TRF reflection is due the next day. That means that every Mon and Wed night the homework is to prepare the 1st page of the TRF form. During the *Tutorial* the students take notes on the TRF form. Tues and Thurs nights the homework is to answer the reflection questions about the *Tutorial*. TRF’s are due in their completion every Wed and Fri. **If a student is absent on a *Tutorial* day they MUST do a TRF make-up assignment found on the website or in portal.**

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| --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri |
| In All Core Classes | In core classes take Cornell notes everyday!! | What class do you need help in, or to study for this week? | Put Tutorial knowledge into action  in core classes | Put Tutorial knowledge into action  in core classes | Put Tutorial knowledge into action  in core classes |
| In AVID Class | TRF Assigned | Tutorial DAY! TRF front page due.  Take Notes During Tutorials | Turn in completed TRF  TRF Assigned | Tutorial DAY!  TRF front page due.  Take Notes During Tutorials | Turn in completed TRF |
| Homework | TRF Front Page | TRF Reflection | TRF Front Page | TRF Reflection |  |

**TRF Expectations and Grading**

TRF’s are the form used for *Tutorials*. The TRF form can be downloaded from the AVID website. Students are NOT required to print the form, but to use the format of the TRF. It is acceptable for students to write out the TRF form. All 3 parts of the form are required for full credit.

**Front Page Before Class (homework) 12 pts:** The front page of the TRF is where the students incorporate all of the material from their notes, classes, and thoughts. Each week the students will choose 1 subject to work on and provide examples of the material they need to work on. Students may choose any subject that they wish to increase knowledge of concepts, improve on subject matter, or to be the expert of the group for. *Tutorials* are **NOT** only for problem areas. Everyone can benefit from extra study time! If the student feels that he/she is an expert in a concept then they may choose to be the expert for the group. Experts are great because they are increasing their own understanding through teaching the material to others! For full credit on the front page the following must be included. If this portion is incomplete the students will be docked for each portion not completed. If the student comes in without a TRF complete then the get ½ off for a total of 6 points possible.

1. Name, Date, Period, Subject and Concept Being Covered, Teacher of that Subject,

2. Examples of material to be covered during Tutorial. The student can explain a concept in the following ways. If they choose to be an expert the student needs to explain what they are an expert in and how by doing the following as well.

Math: Problems that exemplify 1 overall concept or an explanation of the concept.

Science: Problems or a summary paragraph of the concept they do not understand.

History: Explain the time period, concept, or event that needs to be covered with in a summary paragraph.

English: Either class concepts, or events from a story. Examples or a summary paragraph is acceptable.

Languages: Examples of sentences, words, or verbs to translate and work on.

3. Materials and concepts needed for the Tutorial. This includes notes, books, vocabulary, key ideas, etc.

**Notes During Class (Tutorial Process in Action):** The notes are in a 3-column format of Questions – Notes – Response. The notes can be on the back of either page of the tutorial, or a separate sheet of paper.

**Tutorial Process** -The students break-up into groups of 6 to 7 per subject. The subjects are determined by the TRF homework. Each student has an opportunity to present his/her concept to study/clarify, or problem to solve to the group. The group then uses inquiry to assist the student in increasing his/her understanding of the concept. This is not a “give the answer” tutoring session. While each person is presenting the group is taking notes on everything that is happening to further their overall understanding of the material. If a group is creating study materials then the notes section needs to be a summary of what they did, how the method of study was chosen, and how it helped them. Examples: AP groups and Language groups often create note cards and quiz each other.

**Reflection Page (Homework):** The reflection page is simply a reflection of what happened during the tutorial and how it helped the student to further their understanding of the concept covered. There are a few questions and then an area for the student to write down how their concept was solved, or their overall understanding was increased.

**The reflection is meant to be homework to further cement the material into the student’s long-term memory. If the material is reflected on as soon as it is completed then the material is put into short-term memory, which is NOT going to help the student succeed on future assignments and tests.**

**In Conclusion –**

*Tutorials* are a unique tool used by AVID in order to increase students overall retention and understanding of the concepts from their core classes. AVID teaches students to **THINK** and *Tutorials* are the way this is accomplished.

Below is the chart of memory loss as studied by Ebbinghaus. The theory is that even though the day you learn a new concept you may feel you know it perfectly, by the next day you have forgotten the majority of the information and have only retained 59% of what was learned, but if you use the information every day over the next month for a few minutes a day then the information is firmly cemented and processed into your long-term memory! You then own the information!

The way this works in tutorials is that the students learn the material in class, which is Day1. Then the student reviews the material for the TRF, and completes the Tutorial process in class. The reflection of the Tutorial is done at home and further completes the retention of material. A final study review for a test will allow for full retention of the material

