



Tutoring Session Checklist

This checklist will help you to maintain a sense of order and accomplishment in your Spanish tutoring sessions. Please print and maintain one for each session. After each session, you will also receive a progress report completed by your instructor. For best results in tutoring, we encourage you to use either a headset or a microphone so you can get to materials easily, take notes and use gestures dynamically.

Date of Session: _____

Lesson Covered: _____

Instructor Name: _____

Below is the order our instructors are asked to follow in a tutoring session. Please check that each step was followed. If not followed, feel free to ask your instructor for an explanation. If you are concerned that your instructor is not following the plan, please contact Bilingual America administration so we can address the matter properly.

- ☐ Greeted with enthusiasm and positive energy.
- ☐ Scheduled next session. Next session time and date: _____
- ☐ Asked questions. (Please have your questions or concerns ready.)
- ☐ Paced Reading
- ☐ Vocabulary Spot Check
- ☐ Verb structure practice based on The SpanishGPS™. (Basic / Intermediate Levels)
Reading of assigned writing paragraph. (Advanced and Expert Levels)
- ☐ Work with lesson material through question and answers.
- ☐ Conversation Practice
- ☐ Received assignments to complete before next session.

Next assignment is: _____

- ☐ Received specific feedback on progress.
- ☐ Received Student Progress Report form by email.

Additional notes and observations from this session:
