

Cañada College

LEARNING CENTER

Embedded Tutor Faculty Guide:

2026 - 2027

Embedded Tutor/Faculty Collaboration

Embedded tutors are tutors who are "embedded" within a course by attending one or more class meetings each week in addition to providing outside of class support, such as one-on-one tutoring or group workshops. Embedded tutors help the instructor extend their reach and gain awareness of specific challenges students face while providing additional opportunities for students to access support.

In the online/virtual classroom, embedded tutors can provide additional support for student-to-student engagement activities and serve as a bridge between The Learning Center and the embedded course.

Collaborative Partnership

Faculty in supported class sections are mentors to their embedded tutors, and the weekly-required meetings are an important opportunity for the tutors to get feedback from the instructor on their work, and for the instructor to get information from the mentor regarding any challenges or questions that come up. Together, an embedded tutor and instructor collaborate to better support students, supplement learning, and provide access to on-campus resources. Many embedded tutors are interested in teaching careers and gain a wealth of knowledge from this experience.

How Can an Embedded Tutor Help in Your Class?

Whether online or in person, there are many ways that an embedded tutor can help support your class.

- An embedded tutor can provide a valuable resource between your classroom and the Learning Center and help support your synchronous, hybrid, and/or asynchronous class.
- An embedded tutor can collaborate with you on how best to support your class, for example with specific activities and lesson follow-up, or one-on-one tutoring for students before or after class meetings.

Examples of In-Class Support

In-Class **Asynchronous** Support

- Respond to forums – ask questions, point out insightful comments, build conversations
- Answer questions on a Q+A forum
- Respond to questions on Canvas chat during a designated time
- Send class announcements about Learning Center services and tutoring hours, and how they can assist your students
- Make tutoring appointments and manage tutoring schedule with students

In-Class **Face to Face/Synchronous** Support

- Model successful student habits online or in person
- Take class notes and post them in the Zoom Chat or as announcements
- Help facilitate breakout rooms
- Make announcements about Learning Center resources, tutoring hours, and how they can assist your students
- Review specific material with students in collaboration with the instructor
- Make tutoring appointments and manage tutoring schedule with students

Please note: If your class is a hybrid, you can take advantage of the services listed in both columns above.

General Examples of Embedded Tutor Roles & Responsibilities

Working collaboratively with you, your embedded tutor will:

- Be aware of course assignments, due dates, etc.
- Answer questions on an Embedded Tutor Q+A forum for your class
- Prioritize appointments and drop-ins with students from embedded classroom
- Hold a workshop to review in-class skills or content (if this resource has been developed ahead of time with the instructor and Learning Center staff)
- Check in with their Learning Center supervisor monthly to discuss progress in the embedded course(s)
- Attend ongoing tutor training

Is There Anything My Embedded Tutor Can't Do?

While your embedded tutor can assist you and your class in many ways, there are some things that they cannot do. Please see the list below.

Embedded tutors cannot:

- Administer or proctor an exam/quiz or grade any assignments
- Provide extensive written feedback on assignments or write on assignments
- Act in place of the instructor (sub for a class, teach new material, manage a field trip, supervise students in a classroom/lab)
- Create major assignments
- Design aspects of your Canvas course

Before the Class Starts

- Get in touch with your embedded tutor! You will receive an introductory email, but please email your embedded tutor and set up a regular time to meet each week during the semester, then be sure to make this weekly meeting part of your schedule.
- Be sure to meet with your embedded tutor the first week of class to discuss your expectations and confirm their specific role in your class.
- Add your embedded tutor to your CANVAS shell as an "Embedded Tutor/Sl." This will allow your embedded tutor access to review and keep up with course content and material. Please do not add as a "TA."
- Consider adding your embedded tutor's name, tutoring hours, tutor bio (available upon request), and instructions for making an appointment to your CANVAS class and/or on your syllabus.
- Consider adding [a resource page](#) on your CANVAS site to help students become more familiar with Learning Center supports.
- Reach out to the Learning Center Tutor Coordinator Julian Taylor <taylorj@smccd.edu> with any questions or for suggestions on how to best use an embedded tutor in your class.

Communication with Your Tutor

- Communicate your expectations clearly and encourage your embedded tutor to meet those expectations. Different professors want embedded tutors to perform different tasks, so let your tutor know what the needs of your class are. Remember, it's a learning experience for them.
- Meet with your embedded tutor weekly. As an embedded instructor, you have taken on a mentorship role, so you want to ensure that you give your embedded tutor feedback.
- Ask your embedded tutor to participate in the course in a meaningful way whether your course is synchronous or asynchronous.
- Remind students to work with their embedded tutor on assignments and consider incentivizing tutoring in some way. Your embedded tutor can provide a log/receipt for proof of attendance to a workshop/tutoring session.

Address Any Issues Proactively

- Inform the Learning Center staff lead right away if there are any concerns or recurring issues with your embedded tutor, and please provide feedback about the program or your embedded tutor when requested.
- Consider asking your embedded tutors for feedback about the class. Embedded tutors can tell you where they see students struggling on an assignment or with the material.
- Remember you can request to design a customized workshop with Learning Center staff. Your embedded tutor can lead a workshop in/outside of class to help reinforce a study skill or materials from class. These workshops are planned as a collaboration between the instructor, embedded tutor, and a Learning Center staff member.

Help Support Learning Center Tutoring Programs!

- Refer students whom you think would be great members of our Learning Center peer tutoring team. Towards the middle of each semester, the Learning Center will reach out to faculty requesting referrals of students who may become effective tutors.
- Learning Center staff will contact referred students to explain the requirements and encourage them to enroll in the required LCTR 100 course, offered in fall/spring/summer.
- Students who successfully complete this course can apply to be hired as peer tutors.

Advantages for Students

- Students who complete the required [LCTR 100 Tutor Training Course](#) along with the required training hours will gain professional certification as a Level 1 or Level 2 tutor through the [International Tutor Training Program Certification](#). This certification is recognized at most two and four-year colleges and universities, including many outside the U.S.
- LCTR 100 is a CSU-transferrable course, and students who gain this certification are well-positioned to be hired as tutors at a four-year school, in addition to gaining valuable training in effective communication, leadership, and other broadly applicable knowledge areas.
- Many of our prospective tutors are interested in education careers. Help us support the next generation of community college educators by referring prospective tutors to the peer tutor training program!



Staff to Contact:

We hope that you have found this guide helpful. If you have any questions, concerns, or feedback, we hope that you will reach out to a member of the Learning Center Tutoring Team.

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