1. Ensure Student-Athlete has all Necessary Materials:
   a. Be sure to have the student-athlete show you that he/she came prepared to the tutoring session. “Prepared” means that the student-athlete has any materials that will be necessary for the session including books, writing utensils, notes, assignments, etc.

2. Review Tasks Previously Assigned:
   a. Review the tasks that were assigned during the last tutoring session. Be sure to have the student-athlete show proof that he/she thoroughly completed the assigned tasks.

3. Ask Questions:
   a. Ask the student-athlete questions pertaining to the reading and class assignments completed since the last tutoring session to assess his/her understanding of the material.
   b. Have the student ask you questions regarding any current or previously assigned work.

4. Set Goals for the Session:
   a. Be sure to determine what will be accomplished during the course of the session. Make sure that goals are measurable and realistic.

5. Plan:
   a. Plan how goals will be met during the session. Make sure that the student-athlete is an active participant in the session.

6. Complete Tasks:
   a. Begin the session with goals. The majority of tutoring time should be spent on planning and accomplishing goals.

7. Review:
   a. Request that the student-athlete state/restate what was learned in the session.

8. Assign Tasks:
   a. Identify the tasks to be completed by the student-athlete for the next tutoring session. Have the student-athlete write tasks in his/her planner.