TUTR A090N: TUTORING SKILLS 1 NONCREDIT

Item	Value
Curriculum Committee Approval Date	11/04/2020
Top Code	080200 - Educational Aide (Teacher Assistant)
Units	0 Total Units
Hours	14 Total Hours (Lecture Hours 9; Lab Hours 5)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This course is designed for students who want to work as tutors in a Tutorial or Academic Success Center including all Tutoring Services at OCC. Tutoring skills development in the areas of interpersonal and communication skills, learning styles, study skills techniques, diversity/cultural awareness, and Socratic method. One of a sequence of courses leading to a Certificate of Completion. in Tutoring Skills and Strategies. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Demonstrate knowledge of OCC's Tutoring Center policies and procedures, practice effective tutoring skills and be able to appropriately use learning resources.

Course Objectives

- 1. Demonstrate knowledge of the Student Success Center policies and procedures.
- 2. Practice effective tutoring skills.
- 3. Practice appropriate cultural awareness and communication skills.
- 4. Demonstrate knowledge of learning styles and study skills.
- 5. Use appropriate learning resources such as handbooks, dictionaries, handouts, and software/applications.

Lecture Content

Tutoring skills development and demonstration of competencies. Topics include: Orientation/Introduction to Success Center Policies Procedures. Assessing students needs Dos and Donts of tutoring Learning styles Integrating Study Skills into the tutoring session Organization time management skills Listening note taking skills Test taking skills Reading college textbooks/SQ3R Problematic student behaviors.

Lab Content

Lab hours will be arranged with the instructor of record and will include shadowing or observation of tutoring sessions.

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)
- DE Delayed Enhanced NC Lect (NCD)
- DE Delayed Enhanced NC Lab (NCE)

Instructional Techniques

Lecture Group activities Written assignments DVD Role Playing Observation of tutoring sessions

Reading Assignments

Tutor Handbook Handouts and study skills workbooks

Writing Assignments

Take home test

Out-of-class Assignments

Resource activity - allows tutors to become familiar with other resources offered to OCC students. Shadowing/Practicums - shadowing of experienced tutors in a variety of settings (individual appointment, group tutoring, drop-in) Take home test - policies and procedures of the Student Success Center

Demonstration of Critical Thinking

Instructor evaluation of attendance, tutoring skills, and knowledge or resources. Completion of observation reports and test.

Required Writing, Problem Solving, Skills Demonstration

Observation reports and test require writing skills. Demonstration of competency in role playing scenarios.

Textbooks Resources

1. Required Kamphuis, J. . Tutor Handbook, latest ed. Costa Mesa: OCC, 2017 Rationale: .

Other Resources

1. UCLA Office of Instruction, Tutors Guide. Nebraska: GPN, 1987 North Carolina State University, A Look at Productive Tutoring Techniques, 2002