# TUTR G107: INTRODUCTION TO TUTORING

| Item | Value |
| --- | --- |
| Top Code | 080100 - Education, General |
| Units | 1 Total Units |
| Hours | 36 Total Hours (Lecture Hours 9; Lab Hours 27) |
| Total Outside of Class Hours | 0 |
| Course Credit Status | Credit: Degree Applicable (D) |
| Material Fee | No |
| Basic Skills | Not Basic Skills (N) |
| Repeatable | No |
| Grading Policy | Pass/No Pass (B) |

## Course Description

This course teaches the essential skills necessary to effectively tutor students and fulfills state guidelines for community college tutor training. Guidelines are provided to teach tutors to: determine learning needs; to set short term goals; and to select and sequence activities to best accomplish those goals. This course includes lectures and supervised practice in conducting individual and/or small group tutoring sessions. Tutors also share their experiences in group discussions. PREREQUISITE: Instructor permission upon being hired as a tutor in the Tutorial and Learning Center. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Demonstrate how theories and practices learned in an academic setting can be applied and integrated into personal and professional pursuits.
3. Demonstrate life-long learning strategies that are based on on-going self-assessment, education, and acceptance of personal responsibility.
4. Be able to distinguish the appropriate learning skill to explain and apply it to the students' educational goal.

## Course Objectives

• 1. Assess students learning needs.
• 2. Formulate objectives to meet these needs of their assigned students.
• 3. Analyze content and skills necessary to accomplish an objective.
• 4. Select and sequence activities to teach those skills.
• 5. Conduct successful individual, walk-in and/or small group tutoring sessions.
• 6. Use learning skills techniques to assist students in becoming independent learners.
• 7. Increase competence in the subject in which he/she is tutoring.

## Lecture Content

1. Orientation to policies and procedures in the Golden West College Tutorial and Learning Center. 2. Techniques to assess student-learning needs and conduct successful tutoring sessions. 3. Goal setting in a tutorial session. 4. Extensive discussion and use of Learning Skills techniques, such as: a. Time management b. Listening c. Note taking d. Textbook reading e. Test taking f. Exam preparation g. Writing organization h. Critical thinking 5. Conducting of actual tutoring sessions in various formats. 6. Roleplay and discussion of problems encountered in tutoring sessions. 7. Evaluation of a tutoring session.

## Lab Content

1. Orientation to policies and procedures in the Golden West College Tutorial and Learning Center. 2. Techniques to assess student-learning needs and conduct successful tutoring sessions. 3. Goal setting in a tutorial session. 4. Extensive discussion and use of Learning Skills techniques, such as: a. Time management b. Listening c. Note taking d. Textbook reading e. Test taking f. Exam preparation g. Writing organization h. Critical thinking 5. Conducting of actual tutoring sessions in various formats. 6. Roleplay and discussion of problems encountered in tutoring sessions. 7. Evaluation of a tutoring session.

## Method(s) of Instruction

• Lecture (02)
• DE Live Online Lecture (02S)
• DE Online Lecture (02X)
• Lab (04)
• DE Live Online Lab (04S)
• DE Online Lab (04X)

## Reading Assignments

1. Materials and articles as assigned by instructor to encourage further studies into specific topics.2. Tutorial and Learning Center Handouts. 3. Read multiple chapters and complete assignments from the required textbook.

## Writing Assignments

Student will be required to complete the following assignments:1. Role-playing and problem solving related to tutoring sessions.2. Conduct tutoring sessions and complete analysis forms for those sessions.3. Watch tutor-training videotapes and complete corresponding worksheets.4. Complete instructor prepared worksheets.

## Out-of-class Assignments

1. Instructor prepared class activities and homework.

## Demonstration of Critical Thinking

1. Assessment of student learning needs and subsequent plan for remediation.2. In class role-playing activities regarding tutoring situations and problems.3. Discussions of problems encountered in tutoring sessions.4. Goal setting and sequencing of activities in tutoring sessions.

## Required Writing, Problem Solving, Skills Demonstration

Student will be required to complete the following assignments:1. Role-playing and problem solving related to tutoring sessions.2. Conduct tutoring sessions and complete analysis forms for those sessions.3. Watch tutor-training videotapes and complete corresponding worksheets.4. Complete instructor prepared worksheets.

## Eligible Disciplines

Learning assistance instructors: Minimum qualifications for these faculty members are specified in title 5, section 53415. Masters degree required.