TUTR G111: THE TUTORING PROCESS

Item	Value
Top Code	080100 - Education, General
Units	.5 Total Units
Hours	9 Total Hours (Lecture Hours 9)
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 focuses on the intermediate skills of communication needed to tutor effectively and methods of evaluating tutor performance. The tutor is provided with the means to analyze their own communication patterns and tutoring techniques. Individualized class equivalent to nine hours. PREREQUISITE: Instructor permission. ADVISORY: TUTR G107. 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. Help Golden West College students and community students become successful in course work.
- 2. Increase competence in the subject in which he/she is tutoring.
- 3. Improve skills in conducting small group and individualized tutoring sessions.
- 4. Analyze content and skills necessary to accomplish an objective.
- 5. Assist students in such a way that they can function better as an independent learner.
- 6. Identify appropriate Golden West College support services to assist students.
- 7. Improve questioning and communication skills.
- 8. Increase self confidence as a result of successful tutoring experiences.

Lecture Content

A. Analyze and implement various communication techniques in the tutoring session. B. Analyze ones own communication patterns in the tutor – student relationship. C. Explore the principles of listening skills and questioning techniques. D. Discuss the various Learning Modalities and take a Learning Styles Inventory.. E. Roleplay and discussion of problems encountered in tutoring sessions. F. Hear/view guest speakers and/or materials from other campus resources and academic support services (i.e. DSS, EOPS, Writing Center, Counseling Center) G. Discuss assertiveness training skills.

Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

Reading Assignments

1.   Materials and articles as assigned by instructor to encourage further studies into specific topics.2.   Tutorial and Learning Center Handouts.3.   Current articles on communication and questioning techniques in tutoring4.   Textbook

Writing Assignments

Student will be required to complete the following assignments:1.   Role-playing and problem solving related to tutoring sessions.2.   Role-playing and problem solving related to communication and questioning techniques.3. Watch tutor training videotapes and complete corresponding worksheets.4. Instructor organized worksheets.5. Complete learning styles inventory.

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. Role-playing activities regarding tutoring situations and problems.3. Self-evaluation of communication and questioning skills.4.   Goal setting and sequencing of activities in tutoring sessions.5. Role-playing to understand the life of a learning-disabled student.

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.   Role-playing and problem solving related to communication and questioning techniques.3. Watch tutor training videotapes and complete corresponding worksheets.4. Instructor organized worksheets.5. Complete learning styles inventory.

Eligible Disciplines

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

Textbooks Resources

1. Required Golanty, Eric. Tutor, Tutor (http://smcccd.net/accounts/perezf/tap/TutorTutor/welcome.html, ed. Las Positas College, 2000 Rationale: .

Other Resources

1. Instructor prepared syllabus and handouts. 2. Tutorial and Learning Center instructional materials. 3. Videotaped series training programs. a. The Tutors Guide, GPN Educational Media. The Tutors Guide. University of Nebraska. 2003   b. Productive Tutoring Techniques; Kenneth W. Gattis. Productive tutoring Techniques. North Carolina State University, National Tutoring Resource Center. 2000. 4. Video material and questionnaire forms.