

Las Positas College
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Course Outline for TUTOR 17

TUTOR TRAINING

Effective: Fall 2003

I. CATALOG DESCRIPTION:

TUTOR 17 — TUTOR TRAINING — 0.50 units

An introduction to tutoring and tutoring skills. The course will provide a conceptual framework to guide students' work leading effective tutoring sessions.

0.50 Units Lecture

Grading Methods:

Pass/No Pass

Discipline:

	<u>MIN</u>
Lecture Hours:	9.00
No Unit Value Lab	18.00
Total Hours:	27.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- A. Organize a tutoring session, set tutoring goals, and assess academic needs.
- B. Demonstrate how to begin, conduct and end a tutoring session.
- C. Prepare appropriate activities for the tutee's learning style and academic strengths.
- D. Communicate the goals, respective roles and responsibilities of tutors and tutees.
- E. Conduct sessions with positive interpersonal communication skills.

V. CONTENT:

- A. Orientation to the Tutorial Center
 1. Managing your file
 2. Assignment Sheets
 3. Tutor Logs and Student/Tutor Vouchers
 4. Policies and Procedures
- B. Philosophy, Definition and Goals of Training
- C. Roles, Rights and Responsibilities of Tutors and Tutees
 1. Ethics
 2. Common Mistakes of Tutoring
 3. Student and Tutor Bill of Rights
- D. Communication Skills
 1. Socratic Method
 2. Active Listening
 3. Learning Styles
- E. The Tutoring Session
 1. Suggestions for the First Tutoring Session
 2. Techniques
 3. The Tutoring Cycle
 4. Subject Specific Tutoring
 5. Group Tutoring

VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Role Play
- C. Conferences and discussion
- D. Media Presentations
- E. Reading
- F. Small-Group Problem Solving
- G. Internet Research

VII. TYPICAL ASSIGNMENTS:

- A. Watch segments of the DVD *A Look at Productive Tutoring Techniques*
 - 1. Write a summary sheet for each module
 - 2. Discuss the segment in a class session
- B. Read the complete *LPC Tutor Handbook*
 - 1. Write a summary sheet and describe how you will apply a section in tutoring
 - 2. Use the handbook throughout tutoring experience
- C. Instructor Interview
 - 1. Using the form provided, interview the instructor for the class in which you will tutor.
 - 2. Visit the classroom, introduce yourself to the students and explain tutoring
- D. Learning Styles
 - 1. Assess your own learning style
 - 2. Develop a plan by which to tutor your subject using each of the three learning styles

VIII. EVALUATION:

A. **Methods**

- 1. Other:
 - a. Pass/no pass grade based on completion
 - b. Evaluation of assignments
 - c. Conferences with instructor

B. **Frequency**

- 1. Each class session
- 2. Mid-semester
- 3. Semester end

IX. TYPICAL TEXTS:

- 1. Lipsky *A Training Guide for College Tutor and Peer Educators.*, Prentise Hall, 2003.
- 2. LPC Tutor Handbook

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Tutor Portfolio: 3-ring binder with tabs