

# TUTR G020: BASICS OF TUTORING

Item	Value
Top Code	080100 - Education, General
Units	.5 Total Units
Hours	27 Total Hours (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
Open Entry/Open Exit	No
Grading Policy	Pass/No Pass (B)

## Course Description

This course will provide the tutor with supervised practice in conducting individualized and small-group tutoring sessions with Golden West College students. PREREQUISITE: Instructor permission. Not Transferable.

## 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 ongoing 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 the needs of their assigned students.
- 3. Analyze content and skills necessary to accomplish an objective.
- 4. Conduct successful individual, walk-in and/or small group tutoring sessions.
- 5. Increase competence in the subject in which he/she is tutoring.

## Lecture Content

A. Orientation to policies and procedures in the Golden West College Tutorial and Learning Center. B. Goal setting in a tutorial session. C. General use of learning skills techniques, such as: 1. Time management 2. Listening 3. Note taking 4. Textbook reading 5. Test taking 6. Exam preparation 7. Critical thinking D. Conducting of actual tutoring sessions in various formats. E. Techniques to conduct successful tutoring sessions.

## Lab Content

A. Orientation to policies and procedures in the Golden West College Tutorial and Learning Center. B. Goal setting in a tutorial session. C. General use of learning skills techniques, such as: 1. Time management 2. Listening 3. Note taking 4. Textbook reading 5.

Test taking 6. Exam preparation 7. Critical thinking D. Conducting of actual tutoring sessions in various formats. E. Techniques to conduct successful tutoring sessions.

## Method(s) of Instruction

- 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. Tutors will read multiple chapters and complete assignments from student's required textbook.

## Writing Assignments

Student will be required to complete the following assignments: 1. Conduct instructor assigned tutoring sessions and complete analysis forms for those tutoring sessions. 2. Watch tutor training videotapes and complete corresponding worksheets. 3. 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. 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. Conduct instructor assigned tutoring sessions and complete analysis forms for those tutoring sessions. 2. Watch tutor training videotapes and complete corresponding worksheets. 3. Complete instructor prepared worksheets.

## Eligible Disciplines

Learning assistance instructors: Minimum qualifications for these faculty members are specified in title 5, section 53415. Master's 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 Tutor's Guide, GPN Educational Media. The Tutor's Guide. University of Nebraska. 2003. 4. Video material and questionnaire forms.