COURSE OUTLINE OF RECORD

Number: TUTR G020  TITLE: Basics Of Tutoring

ORIGINATOR: Gregg Carr  EFF TERM: Spring 2008
FORMERLY KNOWN AS:  DATE OF
OUTLINE/REVIEW: 10-27-2009
CROSS LISTED COURSE:

SEMESTER UNITS: 0.5
HRS LEC: 0.0  HRS LAB: 27.0  HRS OTHER: 0.0
CONTACT HRS TOTAL: 27.0
STUDY NON-CONTACT HRS RECOMMENDED: 0.0
CATALOG DESCRIPTION:
This course will provide the tutor with supervised practice in conducting individualized and small-group
tutoring sessions with Golden West College students.
JUSTIFICATION FOR COURSE:

PREREQUISITES:
- Permission of the instructor.

COREQUISITES:
ADVISORIES:
ASSIGNED DISCIPLINES:
- Learning assistance instructors
MATERIAL FEE: Yes [ ] No [X] Amount: $0.00
CREDIT STATUS: Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]
GRADING POLICY: Pass/No Pass [X] Standard Letter [ ] Not Graded [ ] Satisfactory Progress [ ]
OPEN ENTRY/OPEN EXIT: Yes [ ] No [X]
TRANSFER STATUS: CSU Transferable[ ] UC/CSU Transferable[ ] Not Transferable[ ]
BASIC SKILLS STATUS: Yes [ ] No [X]  LEVELS BELOW TRANSFER: Not Applicable
CALIFORNIA CLASSIFICATION CODES: Y - Not Applicable
NON CREDIT COURSE CATEGORY: Y - Not applicable, Credit Course
OCCUPATIONAL (SAM) CODE: E
REPEATABLE ACCORDING TO STATE GUIDELINES: No [X] Yes [ ] NUMBER REPEATS:
REQUIRED FOR DEGREE OR CERTIFICATE: No [X] Yes [ ]
GE AND TRANSFER REQUIREMENTS MET:

COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:

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

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.

**COURSE CONTENT:**

**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.

**LABORATORY 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.

**METHODS OF INSTRUCTION:**

A. Lab:
B. Tutoring – noncredit:
C. Work Experience:
D. Video One Way – Audio Two Way:
E. Online:
F. Field Experience:
G. Independent Study:

**INSTRUCTIONAL TECHNIQUES:**
COURSE ASSIGNMENTS:

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.

Out-of-class Assignments
1. Instructor prepared class activities and homework.

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.

METHODS OF STUDENT EVALUATION:
Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Essay Examinations
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Oral Presentations
Skills Demonstration

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.

TEXTS, READINGS, AND RESOURCES:
TextBooks:

Other:
1. Instructor prepared syllabus and handouts.
2. Tutorial and Learning Center instructional materials.
3. Videotaped series training programs
4. Video material and questionnaire forms.

LIBRARY:
Adequate library resources include:

Comments:
Attachments:

Attached Files