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.

JUSTIFICATION FOR COURSE:

PREREQUISITES:
- Permission of the Instructor upon being hired as a tutor in the Tutorial and Learning Center.

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[X] 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 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.

COURSE CONTENT:

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.

LABORATORY 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.

METHODS OF INSTRUCTION:

A. Lecture:
B. Lab:
C. Tutoring – noncredit:
D. Work Experience:
E. Video One Way – Audio Two Way:
F. Online:
G. Field Experience:
H. 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. Read multiple chapters and complete assignments from the 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. 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.

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. 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.

**TEXTS, READINGS, AND RESOURCES:**

**LIBRARY:**

Adequate library resources include:

**Comments:**

**Attachments:**

[Attached Files](#)