

ACDV B5A – Tutor Training and Practicum – Spring 2018

Assignments with Due Dates

4 Tutor Self Evaluation Reports

As you complete your first 4 tutoring sessions this semester, please assess how you did and how you might consider adjusting your tutoring sessions in the future. Please complete 4 quality Tutor Self Evaluation Reports and turn them in to the Tutoring Center. This is for an actual appointment (not a No Show or Cancellation). Each TSE will earn 20 points. **No tutor self-evaluation report will be accepted after the indicated due time and date.**

All 4 Tutor Self Evaluation Reports are due online by Friday, February 9 (Week 4) by Midnight PST.

Observations

One way to learn is through observation. Therefore, you will observe four colleagues' tutoring sessions and provide them with feedback.

The first two (2) observations should be of fellow returning tutors. Complete an Observation form for each session. **Observations #1 & #2 are due on or before 12:00 pm on Friday, February 16th (Week 5).**

The two remaining observations are to be of new tutors. This is an opportunity for you to act as a mentor to the new tutors. You'll be responsible for selecting your new tutors, introducing yourself, scheduling a time to observe them in a tutoring session (through the Tutoring Center), observing them, and scheduling a time with them (through the TC) to review the observation. Both you and your observed tutor must sign the bottom of your observation form.

Observation #3 and #4 are due on or before 12:00 pm on Friday, March 2 (Week 7).

Assigned Readings

In preparation of each class, you will be responsible for reading an assigned article/webpage and/or watching a video. This material will directly relate to the Level 2 (L2) topic(s) being discussed. As you read/watch, you will need to make note of one or more of the following:

- Something you learned
- Something that surprised you
- Something you disagree with
- Something you have a question about

Class Discussion – Orientation

For our first Discussion, you will introduce yourself, discuss what you know about this week's Level 1 topics, and create a critical level question. Specific instructions are located within Canvas.

Posting should be a minimum of 300 words and a maximum of 500 words. Discussion postings will be graded based on the Online Discussion Rubric and earn up to 20 points. **Your initial post is due by Friday, January 26th (Week 2) by Midnight PST, and you must then reply to a minimum of two classmates' posts by Sunday, January 28th (Week 2) by Midnight PST.**

Class Discussions – Evaluating CRLA Level 1 & Level 2

Each week you are responsible for submitting one substantive discussion post in which you demonstrate understanding and critical thinking about the week's CRLA Level 1 and Level 2 Topics.

Discussion Prompt

Your posting should answer the following:

In what ways are the two CRLA Topic Levels related, and how does the reading and review of CRLA Level 1 Topic(s) inform, enrich, or otherwise affect your understanding of the CRLA Level 2 Topic(s)?

Reply Prompt

You are expected to reply to at least two of your classmate's postings. In replying, react to and build on the comments of others, and add new ideas or directions to the conversation. Replies should be thoughtful and move the conversation forward.

Discussion postings will be graded based on the Online Discussion Rubric and earn up to 100 points. Your posting should be a minimum of 100 words and a maximum of 400 words. **Your initial post is due by Friday midnight PST, and you must then reply to a minimum of two classmates' posts by Sunday midnight PST.**

Activities

Each week, after completing the reading, you will participate in an activity. This activity is an opportunity for you to practice the skill being discussed as well as gain further information.

Tutoring Conference

Another way for you to act as a Mentor to the new tutors, and a way in which to help create a welcoming and collaborative work environment, we want you to work together to create a Tutoring Conference to be held on Friday of Week 4. This will be the first week that the new tutors work in the Tutoring Center, and as you most likely remember, they will be experiencing

a lot of new situations as they learn to work with both you and their tutees. Therefore, we would like you to work together to create an opportunity for team-building, the sharing of experiences, and possibly a guest speaker. The Conference should be planned for two hours.

Application of L2 Topics

Our best learning occurs when we are able to practice the skills we learn in class. Therefore, you will need to apply the L2 topics in a tutoring session. After applying the new skills, you will write an evaluation paper in which you discuss the following:

- Identify the L2 topic you applied
- Explain how you applied the skill
- Evaluate how the session was affected
- In future sessions, would you do something differently (yes/no)? Why?

Each evaluation must be at least **500 words**, but feel free to write more if you want.

To continue the collaborative learning process, you are now going to **reply** to at least **two** of your classmates' posts. In these replies, you are expected to either substantively add to the discussion, provide advice with explanation, and/or prompt additional discussion through the use of critical level questioning. Discussion postings will be graded based on the Online Essay Rubric and earn up to 100 points.

Application of Skills Essays are due by Friday midnight PST, and you must then reply to a minimum of two classmates' posts by Sunday midnight PST.

Letter to Future Tutors

We feel that it is important to create and maintain a bridge between students who are new to a class, department, or school and those who have been around awhile. Therefore, you will be responsible for writing a letter to future tutors. This is a chance for you to impart what you have learned onto another: give advice, make suggestions, etc.

The Letter is due on or before 6:00 pm the day of the FINAL (Week 16)

Evaluation of the Program

Finally, we take your thoughts, ideas, and experiences very seriously. Because of this, each semester we ask our tutors to give us some feedback on the class, the tutoring center, and the personnel. We use your input to continually assess how we are doing and to improve the course overall. Therefore, please give us your honest evaluation and thoughtful suggestions. Your feedback is anonymous, will not affect your grade, and will not be reviewed until after final grades are submitted.

The Evaluation is due on or before 6:00 pm the day of the FINAL (Week 16)