

ACDV B5A – Spring 2018

Course Calendar with Due Dates

Week #	Date	Assignment Due (on or before)	Curriculum
1 Orientation	Friday, Jan. 19 th from 10:30am to 11:30am. <u>IN-PERSON MEETING</u>	<ul style="list-style-type: none"> ✓ Attend class ✓ Bring ACDV B5 Tutor Training Handbook ✓ Check in with Tutoring Center for work schedules/appointments/job placement ✓ Discussion Post for Orientation 	Introductions Review Syllabus, Assignments, and Calendar <u>Review Level 1 Basic Topics</u> Definition of Tutoring Tutoring Responsibilities Basic Tutoring Guidelines Tutoring Do's and Don'ts Techniques for successfully beginning and ending a tutoring session (Tutoring Cycle)
	Sun. Jan. 21	<ul style="list-style-type: none"> ✓ Reply to at least two Discussion Posts for Orientation 	
2	Fri. Jan. 26	<ul style="list-style-type: none"> ✓ Quiz: Orientation L1 Topics ✓ Complete Week 2 Required Reading L1 ✓ Discussion Post for Week 2 Evaluation of L1 & L2 Topic(s) ✓ Begin Tutoring Conference Planning 	<u>Level 2:</u> Use of Probing Questions <u>Review Level 1 Study Skills:</u> Questioning strategies Adult Learners (learning theory and learning styles) Setting goals and/or planning
	Sun. Jan. 28	<ul style="list-style-type: none"> ✓ Reply to at least two Discussion Posts for Week 2 Evaluation of L1 & L2 Topic(s) 	
3	Fri. Feb. 2	<ul style="list-style-type: none"> ✓ Activity for Week 2 L2 Topic(s): DISCUSSION ✓ Application of Week 2 L2 Skills ✓ Quiz: Week 2 L1 & L2 Topics ✓ Complete Week 3 Required Reading L2 ✓ Discussion Post for Week 3 Evaluation of L1 & L2 Topic(s) ✓ Tutoring Conference Planning Complete 	<u>Level 2:</u> Cultural awareness and/or intercultural communications <u>Review Level 1:</u> Communication skills
	Sun. Feb. 4	<ul style="list-style-type: none"> ✓ Complete Week 2 Activity for L2 Topic(s): REPLY TO DISCUSSION ✓ Reply to at least two Discussion Posts for Week 3 Evaluation of L1 & L2 Topic(s) 	

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4	Fri. Feb. 9 <u>IN-PERSON MEETING</u>	<ul style="list-style-type: none"> ✓ Activity for Week 3 L2 Topic(s) ✓ Application of Week 3 L2 Skills ✓ Quiz: Week 3 L1 & L2 Topics ✓ Complete Week 4 Required Reading L2 ✓ Discussion Post for Week 4 Evaluation of L1 & L2 Topic(s) ✓ 4 Tutor Self Evaluation Reports by noon ✓ Tutoring Conference 	<p><u>Level 2:</u> Diversity and/or special needs students/DSP&S</p> <p><u>Review Level 1:</u> Referral skills</p>
	Sun. Feb. 11	<ul style="list-style-type: none"> ✓ Reply to at least two Discussion Posts for Week 4 Evaluation of L1 & L2 Topic(s) 	
5	Fri. Feb. 16	<ul style="list-style-type: none"> ✓ Activity for Week 4 L2 Topic(s) ✓ Application of Week 4 L2 Skills ✓ Quiz: Week 4 L1 & L2 Topics ✓ Complete Week 5 Required Reading ✓ Discussion Post for Week 5 Evaluation of L1 & L2 Topic(s) ✓ Observation of fellow returning tutors (2) by noon 	<p><u>Level 2:</u> Assessing or changing study behaviors</p> <p><u>Review Level 1:</u> Study skills Critical Thinking Skills</p>
	Sun. Feb. 18	<ul style="list-style-type: none"> ✓ Reply to at least two Discussion Posts for Week 5 Evaluation of L1 & L2 Topic(s) 	
6	Fri. Feb. 23	<ul style="list-style-type: none"> ✓ Activity for Week 5 L2 Topic(s): DISCUSSION ✓ Application of Week 5 L2 Skills ✓ Quiz: Week 5 L1 & L2 Topics ✓ Complete Week 6 Required Reading ✓ Discussion Post for Week 6 Evaluation of L1 & L2 Topic(s) 	<p><u>Level 2:</u> Assertiveness/handling difficult students</p> <p><u>Review Level 1:</u> Active Listening and Paraphrasing</p>

Week #	Date	Assignment Due (on or before)	Curriculum
	Sun. Feb. 25	<ul style="list-style-type: none"> ✓ Reply to at least two Discussion Posts for Week 6 Evaluation of L1 & L2 Topic(s) ✓ Complete Activity for Week 5 L2 Topic(s): REPLY TO DISCUSSION 	
7	Fri. Mar. 2	<ul style="list-style-type: none"> ✓ Activity for Week 6 L2 Topic(s) ✓ Application of Week 6 L2 Skills ✓ Quiz: Week 6 L1 & L2 Topics ✓ Complete Week 7 Required Reading ✓ Discussion Post for Week 7 Evaluation of L1 & L2 Topic(s) ✓ Observation of new tutors (2) by noon 	<u>Level 2:</u> Tutoring in Specific Skills, and/or Subject Areas <u>Review Level 1:</u> Modeling problem solving
	Sun. Mar. 4	<ul style="list-style-type: none"> ✓ Reply to at least two Discussion Posts for Week 7 Evaluation of L1 & L2 Topic(s) 	
8 Final	Fri. Mar. 9 from 11:00am to 12:00pm. <u>IN-PERSON MEETING</u>	<ul style="list-style-type: none"> ✓ Activity for Week 7 L2 Topic(s): DISCUSSION ✓ Application of Week 7 L2 Skills ✓ Quiz: Week 7 L1 & L2 Topics ✓ Check Folder ✓ Check out with Tutorial Coordinator 	
	Sun. Mar. 11	<ul style="list-style-type: none"> ✓ Complete Activity for Week 7 L2 Topic(s): REPLY TO DISCUSSION ✓ Final Exam – SLO Post-test ✓ Letter to Future Tutors ✓ Evaluation of Program 	

After Week 1 Orientation, each week will follow this Agenda:

- Complete Required Reading
- Evaluate CRLA Level 1 & Level 2 Discussion
- Activity for Level 2 (due dates will vary based on the task)
- Quiz
- Application of Level 2 skills and Discussion (due following week)

All online assignments are due by 11:59pm PST.

All in-person assignments are due in the Tutoring Center by close of business that day.