

# SYLLABUS: ACADEMIC DEVELOPMENT B5A

SPRING 2018

TUTOR TRAINING AND PRACTICUM (0.5 UNITS)

## Susan Pinza (Main Campus)

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**Office:** SS 123 and Tutoring Center

### Office Hours:

Mon 12:35-50 PM and 3:00-4:30 PM

Tue 10:05-10:30 AM in CSS 122 and 2:10-2:30 PM

Wed 2:00-2:30 PM and 3:45-4:20 PM

Thu 10:05-10:30 AM

By Arrangement

## Michelle Hart (Delano)

**CRN:** 30429

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**Twitter:** @myhart2u

**Instagram:** michellehartbc

**Phone:** 661-720-2060

**Office:** 1008 and Tutoring Center 1101

### Office Hours:

Mon/Wed 3:05pm – 4:20pm

Tue/Thu 2:25pm – 3:15pm

Mon/Wed 5:45pm – 6:00pm

Tue/Thu 5:20pm – 6:00pm

& available via email and by appointment.

**Description:** Designed for returning tutors to build tutoring skills. Skills include essential human relations skills and methods of effective tutoring, placing skills into practice with tutees referred by the Tutor Coordinator. This course is required for Level 2 International Tutor Training Program Certification (ITTPC). Students may be referred by subject area instructor(s).

**Note:** Instructor's signature required for enrollment. Students will primarily work remotely but will need to come to campus several times throughout the semester. This course is a combination of on-line and on-campus class. Submitting or emailing the instructor is no longer necessary. After registering you will be contacted by the instructor who will use your BC email address. Be aware your instructor will ONLY contact you using your BC generated email, so check your BC generated email early and often. "[BC Online Education website](#)"

## STUDENT LEARNING OUTCOMES:

After completing this course, students will be able to:

1. Examine and evaluate concepts learned in Level 1 CRLA (College Reading and Learning Association) certification
2. Assess, evaluate, and adjust tutoring sessions based on self-analysis of effectively implementing the tutoring cycle
3. Develop individualized tutoring sessions by choosing appropriate learning strategies during the tutoring cycle

## TUTORING EMPLOYMENT for RETURNING TUTORS:

Tutoring Position – attendance and punctuality – 2 unexcused absences may result in being dismissed from employment.

Please consult Tutoring Center Absence/Work Policy for guidelines and additional information regarding employment in the Tutoring Center (signature required).

## THE PLAN:

- ...You will complete a minimum of **four (4) Tutor Self Evaluation Reports**.
- ...You will prepare for **one (1) Class Discussion - Orientation**
- ...You will read and prepare for **six (6) CRLA Topic Discussions – L1 vs L2**
- ...You will complete **six (6) Activities in order to practice new skills**
- ...You will write **six (6) Application of Topic Essays**
- ...You will complete **four (4) observations of a tutoring session**
- ...You will complete a **letter for future tutors**
- ...You will complete an **Evaluation of the Program**
- ...You will discuss, plan, and facilitate the **Tutoring Conference**
- ...You will complete **pre & post-tests and seven (7) quizzes**
- ...You will tutor a minimum of **27 hours** this semester.
- ...You will tutor in the Tutoring Center.
- ...You will follow the Tutoring Cycle.
- ...You will mentor new tutors

## Course Structure

This course is designed to provide a hybrid experience, including both face-to-face and online activities.

Contact time will be divided in the following way:

- 15% face-to-face
- 85% online

**Online sessions** will be a blend of self-paced and group activities using Canvas and other Web sites. Activities will consist of discussion forums, email, written work, tests, and quizzes.

**Face-to-face sessions** will be held on the Bakersfield College campus:

- 30430 at Main Campus, 1801 Panorama Drive, Tutoring Center
- 30429 at Delano Campus, 1450 Timmons Avenue, Tutoring Center

## LOGIN INFORMATION:

To login to our class please go to: <https://portal.bakersfieldcollege.edu/>

You should bookmark the login page so you can easily return to it. To login, you will need to use your college assigned email address for the “Email Address” field (Be sure and include the **@email.bakersfieldcollege.edu** part of your email address.), and your myBanweb PIN for the “Password” field (this is also the same password that you use for your college email). Once you are logged in, you will see a tab called “My Courses”. Click the tab, then find our class and click on it. A new window will open. The new window will ask you to sign in again. Please enter your college email address and password again in this window and click the button. After logging in on this window, you should now see the course Website for our class.

**TECHNICAL SUPPORT BEFORE and DURING LOGIN:**

If you have trouble logging in you can contact the 24/7 support center either by phone at **877-382-3508** or at the following website <http://support.kccd.edu>.

**TECHNICAL SUPPORT FOR THE CANVAS COURSE WEBSITE:**

If you ever run into a technical issue with the Canvas course website, you can click on the “?Help” button which you will always find located in the lower left side of the page or call **(844) 589-3852**.

**TOPIC OUTLINE/SCHEDULE**

**Important Note:** Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

- **Week 01: Orientation**
  - Level 1 Topics
    - 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)
- **Week 02: Use of Probing Questions**
  - Level 1 Topics
    - Questioning strategies
    - Adult Learners (learning theory and learning styles)
    - Setting goals and/or planning
- **Week 03: Cultural awareness and/or intercultural communications**
  - Level 1 Topic
    - Communication skills
- **Week 04: Diversity and/or special needs students/DSP&S**
  - Level 1 Topic
    - Referral skills
- **Week 05: Assessing or changing study behaviors**
  - Level 1 Topics
    - Study skills
    - Critical Thinking Skills
- **Week 06: Assertiveness/handling difficult students**
  - Level 1 Topics
    - Active Listening and Paraphrasing
- **Week 07: Tutoring in Specific Skills, and/or Subject Areas**
  - Level 1 Topics
    - Modeling problem solving
- **Week 08: Finals**
  - SLO Post Test

#### GENERAL GUIDELINES:

**Because you must have earned an A or a B to be a tutor, we expect you to maintain an A or a B in tutor training during the semester.**

In Class participation and out-of-Class assignments are required as part of the grade. They are due no later than the time and date indicated on this semester's Class Calendar. You will be required to put the skills you learn in training into practice by tutoring in the Tutoring Center.

Throughout the semester (Weeks 1-8), you are required to:

- Complete a minimum of 27 hours of tutoring in the Tutoring Center.
- Check your personal folder and keep it up to date.

**\*\*\*Tutor Coordinator makes all appointments and/or changes on your card.\*\*\***

#### REQUIRED SUPPLIES:

- \* Tutor Training Handbook (from your original training Class)
- \* Pencils, erasers, dark blue or black ink pen, dark & light highlighter
- \* 3 ring binder with dividers (pockets)
- \* 8 1/2 x 11 white lined composition paper (no fringes)
- \* Printed/downloaded materials from internet or library sources
- \* Internet connection (DSL, LAN, or cable connection desirable)
- \* Access to Canvas through BC MyBanWeb

#### OPTIONAL SUPPLIES:

Notes from courses you will be tutoring  
Texts from courses you will be tutoring  
White out or liquid paper  
Electronic spell checker

#### CLASS PARTICIPATION GRADING POLICY for RETURNING TUTORS:

##### GRADING:

Title 5 requires that assigned grades be based on a "measurement of student performance in terms of the stated course objectives" and "demonstrated proficiency in subject matter."

Grading Scale: A=90% - 100%; B=80% - 89%; C=70% - 79%; D=60% - 69%; and F=0% - 59%
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Your grade is based on your **Responsibility, Reliability, and Competency** in all aspects of the ACDV B5A coursework plus your Class points.

**Class Participation:****Total Possible = 1810 points**

4 Tutor Self Evaluation Reports	@20 points	80 points
4 Observations: Two of a returning tutor (#1 & #2)		
Two of new tutors and meetings with them (#3 & #4)	@20 points	80 points
1 Class Discussion – Orientation	@20 points	20 points
6 CRLA Topic Discussions – L1 vs L2	@100 points	600 points
6 Activities: Practice L2 Skills	@20 points	120 points
7 Quizzes	@10 points	70 points
6 Application of L2 Topics Essay	@100 points	600 points
Tutoring Conference		50 points
Letter to Future Tutors		20 points
Evaluation		20 points
Pre/Post Test		150 points
<b>TOTAL</b>		<b>1810</b>

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in course announcement or through Canvas email.

**ACCESSIBILITY STATEMENT:**

"Students with disabilities needing accommodation, including those who had an IEP or 504 Plan in high school, should make requests to Disabled Students Programs and Services in CSS 10 (661) 395-4334 or Delano DST 1001, (661) 720-2000 All requests for accommodations require appropriate advance notice to avoid a delay in services. Please discuss approved accommodations with me so we can work together to ensure your access and success at BC."

~Dr. Terri Goldstein, Director of DSP&S

## IMPORTANT DATES:

<b>01/13/18</b>	Instruction Begins This is a generic start date, and individual courses may have different start dates. Check the schedule of classes for specific start and end dates.
<b>01/15/18</b>	<b>Martin Luther King, Jr. Day Holiday – Campus Closed</b>
<b>01/26/18</b>	<b>Last day for refunds</b> This is the deadline to drop a semester-length class and qualify to <a href="#">request a refund</a> .
<b>01/28/18</b>	<b>Last day to drop without receiving a "W" 20% Date.</b> This is the deadline to <a href="#">drop</a> a semester-length class and not have an entry in the permanent records or transcripts.
<b>01/28/18</b>	Last day to add a class Last day that students on the <a href="#">Waitlist</a> will be added to a class.
<b>01/29/18</b>	Census Date
<b>02/16/18</b>	<b>Lincoln Day Holiday – Campus Closed</b>
<b>02/19/18</b>	<b>Washington Day Holiday – Campus Closed</b>
<b>03/23/18</b>	<b>Last day to withdraw and receive a "W" 60% Date.</b> Final deadline to drop a class. A "W" (for "withdrawal") will appear on your transcripts. See <a href="#">Dropping a Class</a> .
<b>03/26/18 to 03/31/18</b>	<b>Spring Break</b>
<b>04/08/18</b>	Last day to file for graduation You must file for Graduation when your progress is 96% complete. Refer to the catalog and <a href="#">File for Graduation</a> section for more information.
<b>04/18/18</b>	Early Web Registration Begins for Summer 2018 Registration begins for "Special Populations and Continuing Students who have completed all enrollment steps. See if you qualify for <a href="#">Early (Priority) Registration</a> .
<b>04/18/18</b>	Open Web Registration Begins for Summer 2018 Registration begins for <b>New</b> and <b>Returning</b> students.
<b>05/05/18 to 05/11/18</b>	Final Exams
<b>05/11/18</b>	Commencement The <a href="#">Commencement Ceremony</a> is held for students who complete their degree requirements.
<b>05/11/18</b>	End of spring semester