



College Success Studies (CSS) 168: Tutor Training (CRN # 33564)

Spring 2019, Feb. 25th -Mar. 29th

INSTRUCTOR

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Office hours: Feel free to email me and/or make a phone appointment

COURSE DESCRIPTION

Welcome to CSS 168! I'm excited to join you on your educational journey towards working as a tutor. This is a 1-unit, 5-week hybrid tutor training course (also cross-listed as CSS 768, the non-credit version). This course presents effective tutoring strategies, problem-solving techniques, and ways to build learner motivation. We explore the tutor's role, factors that impact student learning, and academic success strategies in preparation for becoming effective academic tutors in the Student Success Center. Advisory: Eligibility for ENGL 156. (Formerly ACSK168)

STUDENT LEARNING OUTCOMES

CSS 168 – Tutor Training (CRN 33564). Students will:

1. Demonstrate understanding of different learning styles and how they affect student learning
2. Demonstrate awareness of working with a diverse student population.
3. Describe ways to build learner motivation and confidence.
4. Explain and model academic success strategies and effective goal development.
5. Describe effective peer-education strategies and critical thinking techniques in the tutorial setting.

CLASS MATERIALS

There is no required textbook for this course, but you will need your MyCuesta username and password to access class materials and assignments in Canvas (cuesta.instructure.com). Please refer to the [Canvas Reference Guide](#) for more information.

COURSE EVALUATION

You may elect a letter or pass/no pass grade. (Contact Student Services immediately if you want the pass /no pass grade option). Using a point system, your final grade will be determined by:

- 35%** Weekly assignments and quizzes
- 25%** Online discussions and participation
- 20%** In-person workshop participation (two mandatory workshops)
- 20%** Final presentation (face-to-face)

Grading scale: 90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, Below 60% = F

ADDITIONAL INFORMATION

Attendance/Participation

- To be able to participate fully in the course, basic computer skills will be needed, which include doing the following in Canvas: download a file, attach a file, click on hyperlinks, send/reply to messages
- Please visit Canvas regularly and check your notification settings to ensure that you are receiving announcements and other important information in a timely manner
- Make note of the in-person assignments, workshops, and presentation and mark them in your calendar
- If the Cuesta server goes down or the power is out, you are still responsible for accessing the course; you can do so through: cuesta.instructure.com

Netiquette and Online Discussions

- You are expected to read all discussion posts.
- Respond to the appropriate number of posts for each discussion.
- Use a person's name when you reply to their post.
- Posts and replies should be thoughtful, well-developed, and thorough (3+ sentences). Use complete sentences.
- Use respectful and appropriate language in your forum discussions. All messages are public, so be careful and courteous when you post.
- In responses, use texting language sparingly, if at all, lol.
- Emoticons are acceptable ways to show emotion.
- Avoid CAPS as they come across like YOU'RE SCREAMING.
- Use mycuesta.edu email for private communication.

Extra help

- Students with disabilities:
If you think you might need special accommodations in this class, please contact [Disabled Student Programs & Services](#) in Building 3300 as soon as possible to ensure that you receive the accommodations in a timely manner. Please also discuss your need for accommodations with me.
- For issues related to accessing Cuesta's Canvas Site or other technical issues, email: support@my.cuesta.edu

Course and College Policies

- Refer to Cuesta's [Add Policy](#) , [Drop Policy](#) and [Waitlist Policy](#) regarding adding or dropping the course.
- Reference [Cuesta's academic honesty policy and student code of conduct](#) (link to Cuesta policy, including Student Code of Conduct, Student Computer Technology Access Agreement)
- Refer to [Academic Policy 4105](#) regarding authenticating student identity (using Canvas) and regular and effective instructor contact and
- Regular and Effective Instructor Contact will be met through weekly instructor initiated threaded discussion forums; announcements to students; timely and effective feedback on student assignments; email, phone, or messaging to individuals.

COURSE SCHEDULE: CSS 168/768

Week	Online Topics/Tasks:	In-person requirements:
<p style="text-align: center;">1</p> <p>2/25-3/2</p>	<ul style="list-style-type: none"> • Introduction and icebreakers • Learn about metacognition • Find and report on an article related to a current tutoring practice 	<p>Workshop #1: Tutoring Framework (Fri. 3/1/19)</p>
<p style="text-align: center;">2</p> <p>3/3-3/9</p>	<ul style="list-style-type: none"> • Learn about tutoring procedures • Explore learning styles • Practice applying differentiated instruction 	<p>Observe a tutor in the Student Success Center</p>
<p style="text-align: center;">3</p> <p>3/10-3/16</p>	<ul style="list-style-type: none"> • Learn about scaffolding and sequencing • Practice scaffolding a topic for tutoring 	<p>Meet with a student in the Student Success Center and help him/her with an assignment</p>
<p style="text-align: center;">4</p> <p>3/17-3/23</p>	<ul style="list-style-type: none"> • Discuss problem solving and troubleshooting during tutoring sessions 	<p>Workshop #2: Problem solving and Troubleshooting (Fri. 3/22/19)</p> <p>Interview a tutor (may be done online instead)</p>
<p style="text-align: center;">5</p> <p>3/24-3/29</p>	<ul style="list-style-type: none"> • Discuss general best practices for learning • Prepare for presentations 	<p>Capstone project: Presentation (Fri. 3/29/19)</p>