

*CSS 168/768: Tutor Training*  
*Summer 2017 DE*  
*CRN 50854*

**Mandatory Meetings:**  
**June 12, 2017 11am-1pm and July 7, 2017 11am-1pm**  
**Room 3306**

**ONLINE COURSE THROUGH CANVAS**

**Instructor:** Devon Hodgson, Ed.D.

**Office hours** feel free to email me for a phone appointment at any time ☺

[devon\\_hodgson@cuesta.edu](mailto:devon_hodgson@cuesta.edu) (best contact)

***Greetings Current and Future Cuesta Tutors,***

My name is Devon Hodgson and it is my privilege to be your instructor for CSS 168, Tutor Training. I have been an educator for 13 years spanning 7<sup>th</sup> grade through college as both an instructor and administrator and truly enjoy the opportunity to positively impact lives through teaching and learning. This course is an exciting time for you to connect with other peer educators and learn the basics of teaching and learning theories. This course was created to support you with tools to be an effective tutor but also legitimize your role as a professional peer educator at Cuesta College. I look forward to a great semester.

**COURSE DESCRIPTION:** CSS 168, Tutor Training, provides specialized information and guided practice in designated topics or projects such as group dynamics, effective communication, tutoring techniques, effective study skills, problem solving techniques, and campus and online resources. Tutors gain expertise in subject areas not offered in other tutor training courses. Advisory: Eligibility for ENGL 156. (Formerly ACSK168)

**REQUIRED TEXTBOOK and MATERIALS:**

1. A Training Guide for College Tutors and Peer Educators By Sally A. Lipsky
  - The required textbook will be provided for you at the face to face mandatory orientation.
2. Supplemental resources and assignments will be found in [Canvas](#), the Cuesta College learning management system (LMS).
  - a) [Cuesta College LMS browser requirements/minimum computer specifications](#)
  - b) [Canvas Quick Reference for Students](#)

**INSTRUCTIONAL METHODS:** Methods of online instruction include discussion forum postings and responses, application assignments, and online quizzes.

**ATTENDANCE POLICY:** Students are expected to check email, Canvas messages and announcements daily.

**ACADEMIC HONESTY:** [Cuesta College has a comprehensive policy on Student Code of Conduct and Academic Honesty.](#)

**GRADING:** Using a point system, your final grade is based on:

- A. Online civility will impact your final grade: (classroom civility includes: respect, contribution, participation, and effort).
- B. Chapter Readings
- C. Weekly Assignments
- D. Discussion/Forum Participation
- E. Final Group Presentation

Final Course grades will be awarded according to the following scale:

100%- 90% = A    89%- 80% = B    79%- 70% = C    69%- 60% = D    59% and below = F  
*All assignments must be turned in by the due date and time (SATURDAY)*

**\*\*\*NOTE\*\*\*:**

- You have the option of receiving Credit/No Credit instead of a letter grade for this class. You must fill out a form and turn it into Admissions and Records.
- New Policy for repeating students: three enrollment limit; W counts as a failing grade.

**COLLEGE SUPPORT SERVICES**

- If you have a physical, mental, or learning disability that requires any special accommodation, please contact [Disabled Student Programs and Services](#) as soon as possible to ensure that you receive the accommodations in a timely manner. I will be happy to discuss and work with you on your need for accommodations.
- Tutorial services are provided to students and can be found at the following link: [Tutorial Services](#)
- For a list and reference to library services, including learning research and assistance, please follow the link: [Library and Learning Resources](#)

**HELP AND TECHNICAL SUPPORT**

- For issues related to accessing [Cuesta's Canvas Site](#) or other technical issues, email: [support@my.cuesta.edu](mailto:support@my.cuesta.edu)
- If the Cuesta server goes down or the power is out, you are still responsible for accessing the course. When this happens, you can access the class through: <https://cuesta.instructure.com/>
- For all other issues related to the course or course content, please email me at [devon\\_hodgson@cuesta.edu](mailto:devon_hodgson@cuesta.edu).

**COURSE AND COLLEGE POLICIES**

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- *Students are expected to check email, Canvas announcements and messages daily.*
- Follow this link for [General Campus Policies](#) (including: Withdrawal, Repeatability, Student Code of Conduct)
- [Board Policy Student Conduct Code and Technology Agreement](#)
- Refer to [Academic Policy 4105](#) regarding authenticating student identity and regular and effective instructor contact. Authenticating student identity will be conducted using the Learning Management System, Canvas. Canvas requires each student to log into the program using a secure login and password to access.
- [Add/Drop](#) Policies:

**NETIQUETTE AND ONLINE COURSE PARTICIPATION**

- Use respectful and appropriate language in your forum discussions.
- Please do not use texting language, lol.
- Emoticons are acceptable ways to show emotion.
- Avoid CAPS as they come across like YOU'RE SCREAMING.
- You are expected to read all forum posts.
- You are to respond to the appropriate number of posts for each forum.
- All messages are public, so be careful and courteous when you post.
- Make your posts thorough and your replies as well.
- Complete sentences and thoughts are mandatory for forum posts.
- Use a person's name when you reply to their post.

- Use mycuesta.edu email for private communication.