

Syllabus GS 490T: College Math/Science Tutoring (1 cr.)

Requirements:

- Written approval of a content/skill instructor in the academic subject to be tutored
- 10 documented hours of tutoring
- At least once, each student will conference with trainer/supervisor regarding a specific tutoring session observed by the trainer/supervisor, or review a videotaped session of his/her tutoring in consultation with the supervising instructor.
- Attendance/participation in weekly discussions, debriefings. Topics will include definition, ethics, and philosophy of tutoring; active listening and wait time; coaching for active learning; establishing realistic tutoring objectives; scheduling & record-keeping; responsibilities of tutors; how to start and end a session; tutoring Do's and Don'ts; tutor as role model; contextualizing study skills; contextualizing critical thinking skills; contextualizing problem-solving. The class will search the World Wide Web for information on science and math tutoring and tutorial programs for college students. Each student will locate and read at least one scholarly article on tutoring math or science, and report on the article in open discussion with classmates during recitation.
- Log/journal/notebook of thoughts, ideas, and reflections on the tutoring experience: 4 journal entries required.

Grading : All course requirements met = C/Pass.

That is: Full attendance at weekly discussions and academic reference letter	20 %
10 documented hours of tutoring	10%
2 documented hours of tutor observation	10%
1 tutoring session observation by tutor supervisor*, followed by debriefing.	15%
4 reflective journal entries	<u>20%</u>
Subtotal:	75%
Difference between B and A lies in the quality of class participation	
Class participation is worth 1% per weekly session	= 10%
Student-led discussion, based on researched topic, is worth up to 15%	<u>= 15%</u>
Total:	100%

If you as a student have special needs or disabilities that require a change in course materials or special arrangements for carrying out course requirements, it is your responsibility to bring this to the instructor's attention within the first two weeks of class. Should special case disability arise, please notify instructor as soon as possible.

If your tutor supervisor is different than the course instructor, you are responsible for providing the name, title, telephone number and e-mail address of your supervisor and signed Sponsor Agreement Form from the supervisor stating his/her willingness to

- document your tutoring hours,
- document your tutor observation hours
- observe one of your tutoring sessions, debrief with you, and document this

Week	Topics	Assignment
1 SESSION # 1	Introduction. Scheduling & record-keeping. What is tutoring? (Definitions) Personal Goals for tutoring.	Read Gier handout from CRLA. Begin to schedule tutoring hours. Letter of recommendation from academic subject professional-(email OK). Set goals for your tutoring this semester.
2 Session # 2	Goals of Tutoring. Debriefing, wks 1 & 2	See topics in Golanty's "Tutor Tutor." "Tutor Tutor" topics and begin log/journal/notebook. Begin WWW search.
3 Session # 3	Tutor's Code of Conduct. First Tutoring Session.	Golanty's "Code of Conduct" & JE # 1.
4 Session # 4	Preparing for exams. Test anxiety. Session planning. Tutoring programs in university contexts.	Golanty's 10-step tutoring session- how does it work ? MacDonald's 12-Step Tutoring Cycle. Exam prep vs ongoing tutoring.
5 Session # 5	Debriefing-wks 3 & 4. Communicating with clients. Dialogue vs debate. Golanty's Prompt-Response Method.	Journal ENTRY #1 due. Dialogue vs debate. Golanty's Prompt-Response Method. – try them out. Begin JE # 2.
6 Session # 6	Tutor's Bag of Tricks. Pedagogical Content Knowledge.	Which "tricks" are the most useful? What's your favorite listening error? JE # 2
7 Session # 7	Scheduling tutor & supervisor observation. Confidentiality, (Client permission required.) Active listening and wait time. Ten Common Listening Errors.	Begin scheduling your Tutor Observation Sessions. JE 2.
8 Session # 8	Tutors as role models. Kiersey Temperament Sorter	JE # 2 due. Model your role(-s) as tutor. Differences between exam prep tutoring and "regular" tutoring.
9	Tutor Session Observations	Think about whether you play the same tutor role with all your clients. Compare your thinking to the way each of your clients thinks.
10	Tutor Session Observations	Build resource file for special topic.
11 Session # 9	Active thinking. Paraphrasing. Metacognition and Critical Thinking. Contextualizing study skills and critical thinking.	Prepare 1-page sheet on special topic- include complete citations and brief summary of what you learned.
12	Tutor Session Observations.	JE # 3 due.
13 Session # 10	Special Topics: Student-led discussions of researched topics. Contextualizing problem-solving	Special topics: STUDENT-LED ROUND TABLE DISCUSSION –BRING 15 COPIES OF YOUR SUMMARY SHEET.
14	Supervisor Session observations, debriefing.	Self-assessment. How well/ and how often have I met my goals for tutoring this semester?
15 Session # 11	Wrap-up & Course evaluation	JE # 4 due. Course evaluation.

If you have any questions or concerns about the course, please don't hesitate to contact me.

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