*SI: Review this checklist each week while your students are signing their Student Checklist. At the beginning of each session every week remind students to complete their course requirements. You will need the Syllabus & Course Outline.*



|  |  |  |
| --- | --- | --- |
| **Week** | **Task** | **Completed** |
| **1** | **Presentations & Kick-Off** | Tutor’s signature in each box below: |
|  | * I will present/introduce myself to students in the course content classes if possible * I will pick up the content course syllabus and touch base with the instructor * I will attend the Kick-Off Meeting |  |
| **2** | **Preparation & Roundtable #1** | Tutor’s signature in each box below: |
|  | * I am aware that I need to check my email and mailbox consistently throughout the quarter * I will prepare for Preview Week and understand Catalyst log-in information for students * I will attend Roundtable Tutor Meeting #1 |  |
| **3** | **Group Sessions Start** | Tutor’s signature in each box below: |
|  | * I have the blank **Group Attendance Roster** for each group * I understand that I must have students *sign in and sign out with their initials* for each session that occurs during Weeks 3-11 to verify attendance * I have checked my mailbox for the SKIL 232 & 233 course registration list with student names * I have the Adjunct Skills 232 & 233 Course **Syllabus** for students * I will pass out the **Student Checklist & Contract** for students to sign * I have the “**Memory**” sheets and a planned **icebreaker activity** * I will explain the online Catalyst procedures and pass out the **Catalyst Getting Started Guide** |  |
| **4** | **Group Session, Skills Workshops Start, Registration Deadline, Orientation Deadline** | Tutor’s signature in each box below: |
|  | * *I have checked my mailbox and email for the* ***updated*** *Skills course registration list* * I will check the Discussion Forum in Catalyst to answer any student questions * I will review the **Student Checklist** with my students each week to keep them on track * I am aware that my students have to be registered in SKIL 232 & 233 The **Registration Deadline Date** is: \_\_\_\_\_\_\_\_\_ * I am aware of the Orientation & Online Quiz deadline. **Orientation Deadline** is: \_\_\_\_\_\_\_\_\_ * I will notify students that **Skills Workshops** start this week for lab credit |  |
| **5** | **Group Sessions** | Tutor’s signature in each box below: |
|  | * *I have checked my mailbox and email for the* ***updated*** *Skills course registration list* * I will check the Discussion Forum in Catalyst to answer any student questions * I know that students who did not registered cannot attend a group * I have encouraged students to attend workshops and complete labs * I passed out the **Student Checklist,** we read the Skills 232 & 233 **Syllabus**, and I have informed my students about the *critical due dates and deadlines*:   + Lab Deadline: \_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **6** | **Group Sessions** | Tutor’s signature in each box below: |
|  | * I will promote dialogue in the Discussion Forum in Catalyst and answer any student questions * I reminded students that each Lab requires one page of Notes and a Journal * I explained to students that Labs must be submitted online in Catalyst for grading |  |
| **7** | **Group Sessions, Attendance Roster Backup, All-Tutor Meeting** | Tutor’s signature in each box below: |
|  | * I will check the Discussion Forum in Catalyst to answer any student questions * I will make a copy of the Group Attendance Roster and put it in the Skills Coordinator’s mailbox by Friday at 12:30 p.m. * I will attend the All-Tutor Training Activity (if offered) |  |
| **8** | **Group Session, Lab Deadline, Workshops End** | Tutor’s signature in each box below: |
|  | * I will notify my students that Skills Workshops end this week for lab credit * I passed out the **Student Checklist,** we read the Skills 232 &233 **Syllabus**, and I have informed my students about the **Lab Deadline**: \_\_\_\_\_\_\_\_\_\_\_\_\_ *(deadline at the end of this week)* * I reminded students that each Lab requires one page of Notes and a Journal * I explained to students that Labs must be submitted online in Catalyst for grading |  |
| **9** | **Group Session** | Tutor’s signature in each box below: |
|  | * I will remind students that they must complete the Skills **Online Final Evaluation** available in Weeks 10 & 11 on the Skills Center’s website * I understand that I should notify my students to check their Grades in Catalyst to ensure that they received a Pass grade on the Orientation Quiz and 4 Labs * If I am a new tutor, I will sign up for a 1:1 Conference with the Skills Coordinator or Director |  |
| **10** | **Group Session, Attendance Roster Backup, Roundtable #2** | Tutor’s signature in each box below: |
|  | * I understand that my group may have to meet to make up for a holiday * I passed out the **Student Checklist,** we read the Skills 232 & 233 **Syllabus**, and I have informed my students about *critical due dates and deadlines*:   + Final Evaluation Deadline: \_\_\_\_\_\_\_\_\_\_\_\_ * I will make a copy of the **Group Attendance Roster** and put it in the Skills Coordinator’s mailbox * I will attend the Roundtable Tutor Meeting #2 |  |
| **11** | **Group Sessions End, ORIGINAL Rosters Due** | Tutor’s signature in each box below: |
|  | * I verified with my students that they attended at least 7 Study Group Sessions * I will turn in the **original**, accurately completed **Group Attendance Roster** in the Skills Coordinator’s mailbox after my last group session or before Friday at 12:30 p.m. * I reminded students again to complete the Skills Online Evaluation for Orientation credit * I reminded students that the Adjunct Skills 232 & 233 course grade will automatically be forwarded to their content course instructor during Finals Week * I am aware that I do not discuss final grades or extra credit hours with students. For questions, I will refer students to the Skills Coordinator or Instructor |  |

**Additional Notes:**