

New Tutor Orientation

Welcome to De Anza's Tutorial Center!

You are about to complete an orientation that reviews basic tutoring procedures and policies and introduces LRNA 98, a 1-unit Pass/No Pass Tutor Training course required of all new tutors.

Please refer to your yellow folder and <http://faculty.deanza.fhda.edu/alvesdelimadiana/> for more information.

We are here to assist you.

- (will add pictures to this page)
- Diana Alves de Lima, Tutorial Coordinator
- Laura Bell, Tutor Supervisor for Math, Science & Computer Science (E-36)
- Sandra Blackborow, Tutor Supervisor for Language Arts, Accounting, Social Science & Intercultural/International Studies (L-47)
- Susan Ho, Tutorial Secretary

Our hours...

The Tutorial Center is open:

- M-TH 8:30 am - 5:30 pm (E-36 & L-47)
- F 8:30 am - 12:30 pm (E-36 & L-47)

With extended hours...

- M/T 5:30 pm - 7:00 pm (L-47)
- W/TH 5:30 pm - 7:00 pm (E-36)

Types of Tutoring

- **Individual.** Tutors are assigned by their supervisor to work with students on an individual basis. Tutor and Tutee arrange appointments.
- **Drop-In.** Tutors work with students in a short time frame (30 min).
- **SI/Group.** Tutors work in a small group setting (3 or more).
- **Adjunct Skills Group (???)**

Tutor Training Overview & Objectives

LRNA-98 is a one-unit, pass/not pass course. In the course you will learn about strategies and practices that will make your one-on-one or group tutoring sessions more productive and more enjoyable for you and your tutee(s).

To pass this course you are required to...

- Enroll in LRNA 98.
- Attend an orientation (or complete this online orientation then have a brief meeting with Diana or your supervisor).
- Stay in contact with your Senior Tutor & Supervisor.
- Join the on-line discussion board at <http://faculty.deanza.fhda.edu/alvesdelimadiana/>
- Attend an all-tutor meeting & Subject-area Roundtable meeting (in addition to LRNA 98).

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To pass LRNA 98 you are required to...

- Attend six Friday afternoon tutor training classes (in special cases, online and videotaped training may be available.)
- Complete four journal assignments about your tutoring experience.
- Visit the instructor of one of your students and complete the Instructor Visit Worksheet.
- Videotape one of your tutoring sessions and fill out the Videotape Self Assessment Sheet.
- Write a final essay (take-home).

For more information on tutor training requirements, please see <http://faculty.deanza.fhda.edu/alvesdelimadiana/>

Important Times and Dates

(see current quarter calendar for exact days and times.)

- Week 4, attend a required all-tutor meeting (Friday 12:30-1:30 pm)
- Week 5, attend a required Subject-area Roundtable meeting (Friday 12:30-1:30pm or 1:30-2:30 pm)
- Weeks 4-10, attend the required tutor training classes (Fridays 2:30-3:30 pm)
- Week 11, attend the end-of-quarter potluck (Friday 12:30 - ???)

Individual tutors...

You must do the following before you begin tutoring:

- Complete an application with your tutoring schedule and return it to the appropriate Tutor Supervisor.
- Schedule an interview and an orientation.
- Have your picture taken for the Tutor Picture Board.
- Complete and submit all payroll documents to the Financial Aid Office and the Tutorial Secretary.
- Enroll in LRNA 98, the tutor training class.
- Make sure you have a mailbox.

Your First Individual Session

- Show your tutee how to check in/out on the computer.
- Introduce yourself.
- Review the Tutorial Center policies and procedures located on the back of the Tutee Application.
- Tutor, following the guidelines from the Tutor Training Class and encourage independent learning.
- Arrange future sessions.

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Individual First Session cont'd...

- Remind the tutee to check out at the computer.
- Transfer the info from the Tutee Application to the Tutorial Time Log/Tracking Sheet, and return it to your supervisor with an indication of the tutoring status.
- Record your time in the binder located at Susan's desk (L-47) or Laura's desk (E-36).

Individual Payroll Procedures

To ensure you are paid you must:

- Complete and submit a student employment packet to the Financial Aid Office.
- Complete and return district assignment card to the Tutorial Center secretary, Susan Ho.
- Be enrolled in 6 units or more at De Anza..
- Record your time clearly and accurately on the individual time card located in a binder on Susan's desk.

Group Tutors

You must do the following before you begin tutoring:

- Complete an application with your tutoring schedule and return it to the appropriate Tutor Supervisor.
- Schedule an interview and an orientation.
- Have your picture taken for the Tutor Picture Board.
- Complete and submit all payroll documents to the Financial Aid Office and the Tutorial Secretary.
- Enroll in LRNA 98, the tutor training class.
- Make sure you have a mailbox.

Spreading the Word & Forming Groups (not Adjunct Skills)

- During the first or second week of the quarter, introduce yourself during class time and give a brief presentation (arrange with instructor first).
- After your presentation, pass out and collect the scheduling forms (1/2 sheet) from the students, or use your own method of determining the best time for groups.
- As soon as you have established the groups, let your supervisor know in order to obtain meeting rooms, if necessary.
- Once group times and locations have been determined, notify the instructor and tutees.

Your First Group Session

- Introduce yourself.
- Review the Tutorial Center policies and procedures located on the back of the Tutee Application.
- Tutor, following the guidelines from the Tutor Training Class and encourage independent learning.
- Diana, I need to work on this one some more, but for now I wanted to put a place holder in.
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Group (non Adjunct) Payroll Procedures

To ensure you are paid you must:

- Complete and submit a student employment containing the federal/state tax info to the Financial Aid Office.
- Complete and return the back of the orange or yellow district assignment to the Tutorial Center secretary, Susan Ho.
- Be enrolled in 6 units or more at De Anza.

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**Group (non Adjunct)
Payroll Procedures (continued)**

- Complete the SI Group Tutoring Registration/Attendance Form and submit the original at the end of the month to Susan Ho, along with the Group Tutoring Time Card located in the metal dividers on top of the tutor mailboxes.
- If you are an International student, your total hours can not exceed 20 hours per week for all assignments on campus; US citizens and residents have a 25 hour maximum.

Keeping In Touch

It is very important for all tutors to keep in touch with the following people throughout the quarter:

Tutor Supervisor

Senior Tutor

Tutees

Tutor Training Instructor

Tutorial Secretary

**Fostering Independence
What NOT to do**

- DO NOT correct homework or edit papers.
- DO NOT help with take-home quizzes or exams.
- ESL/EWRT tutors are not allowed to help with the following labs: ESL 125/126; READ 202/101, EWRT 150/160 or the WAT.

Evening Tutoring

- The Tutorial Center is open until 7 pm M-Th, but due to staffing issues, all tutoring (regardless of subject) after 5:30 on Mondays and Tuesdays must take place in L-47, and all tutoring after 5:30 on Wednesdays and Thursdays must take place in E-36.

Drop-In Tutoring

- Drop-in Tutoring is performed by our most experienced tutors.
- Tutors must stick to their assigned drop-in hours. If students do not show up for these hours, please notify the supervisor.
- The current drop-in schedule is available at [http://faculty.deanza.fhda.edu/alvesdelimadiana/stories/storyReader\\$11](http://faculty.deanza.fhda.edu/alvesdelimadiana/stories/storyReader$11)

L-47 Drop-In Procedures

- Drop in tutoring is available for accounting and English/ESL by ½ hour appointment. Students may sign up for an appointment on a first-come, first-served basis on the day of the appointment only.
- Tutors should follow the same guidelines as for individual tutoring: do not correct or edit homework or papers, but provide guidance so students can do so themselves.

E-36 Drop-In Procedures

- Drop in tutoring is available for a variety of math and science classes. No appointment is necessary. Students look on the bulletin board or see the website for the drop-in schedule, then sit at the appropriate table and wait until a tutor is available.
- Tutors should follow the same guidelines as for individual tutoring: do not correct homework, but provide guidance so students can do so themselves.

Evaluations

We need feedback....

- In your last tutor training class, you will complete an evaluation of LRNA 98.
- During the last couple of weeks of the quarter, an evaluation of the Tutorial Center services will be passed out to tutees in L-47 & E-36.

We wish you success!

If you have any questions, please contact us.

- **Diana Alves de Lima, Tutorial Coordinator**
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- **Laura Bell, Tutor Supervisor for Math, Science & Computer Science (E-36)**
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- **Sandra Blackborow, Tutor Supervisor for Language Arts, Accounting, Social Science & Intercultural/International Studies (L-47)**
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