

Logistics!

Overview of Tutoring Services



Appointments

- Tutors set your own schedule
- Subject specific, but not class specific
- 50min, 1-1, free, confidential
- Tutor set location/flexibility

Drop-Ins

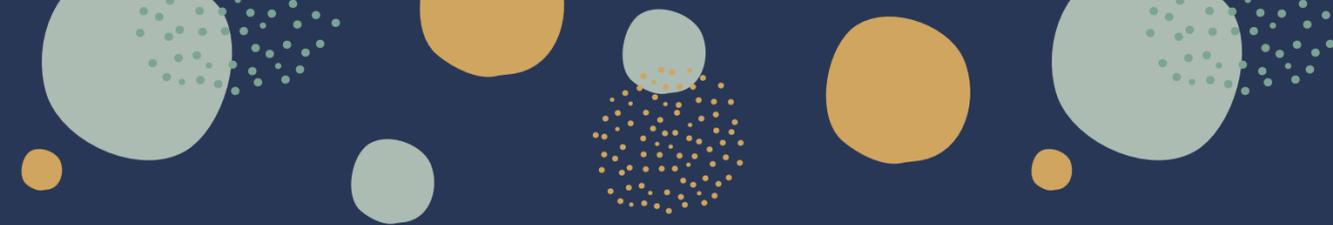
- Set hours, multiple tutors present
- Subject specific, not class specific
- Length varies
- Coordinator sets location

SI

- Appointment and study sessions set by SI
- Class specific
- 50min appts, 1-2 hr study sessions

Class Visits

- Presentations to class about Tutoring Services
- 5 minutes
- If you do 5 of them you get an hour of pay!



Appointments

Scheduling

- You set your availability in Passport. However, you will only get paid for hours that students book with you.
- There will be a cap of 10 hours a week.
- You set your own location.
- Students must book appointments 12 hours in advance, and are only 1-1.
- Appointments are 50 minutes long, even if a student is late.

Appointment Reports

- *NEW THIS YEAR***
- After every appointment you are required to fill out an appointment report in Passport.
- This is what the extra 10 minutes at the end are for.
- This is important for me in building up this program and learning what works.
- Might be a prize for who fills out the most reports
- Do not include information about grades.

Absences

Student Absences

- If a student is a no-show, mark that in passport and you now have that hour free again.

Tutor Absences

- If for some reason you are not able to make an appointment, it is your responsibility to follow up with the student and set a new time. The student will then need to make a new appt with you at the new time.

Drop-Ins



Scheduling

- Time and location of subject specific drop-in hours are set in advance. Each hour is staffed by 2 tutors.
- These will be the same every week, and you will be paid for all of your time.
- Length varies, but no longer than 30 minutes if there are students waiting.

Appointment Reports

- You also need to fill out appointment reports for drop ins.
- Fill out a report after each drop-in, even if it means the next student has to wait for 5 minutes.
- If there is more than one student working on the same class, fill out a report for a single student and include the other students in your description.

Absences

Student Absences

- If there are no students present, you will be asked to work on projects that help support tutoring services.

Tutor Absences.

- If you are not able to make a drop-in hour, it is your responsibility to get that covered by another tutor in your subject area.
- If no tutor is available, contact Erika.

Drop-Ins: Time Check



BA-IBL: Wednesday 4-6, Library

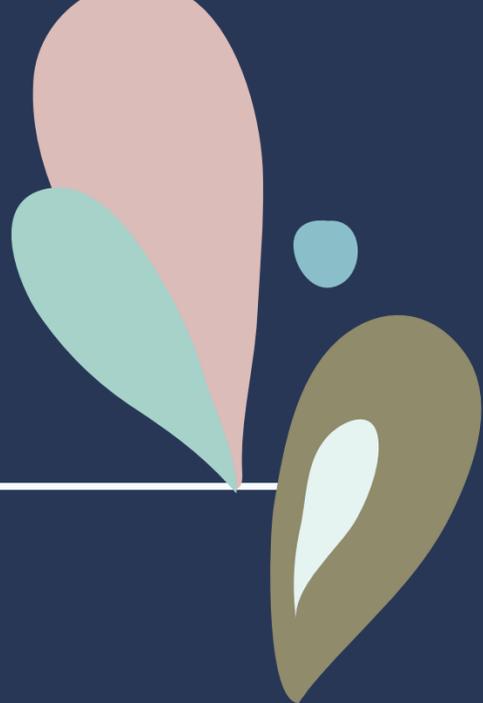
MT: Thursday, 6-8 pm, Tech 101

Engineering: Tuesday, 6-8pm, Library

Writing: Monday 4-6, Lab 101

Math: Tuesday 5-7, SEAS

Supplemental Instruction



Scheduling

- For appointments, scheduling is the same as regular tutor appointments.
- For study sessions, those are set times (similar to drop-ins) that repeat on a regular basis.
- We will work with the professor to determine how many classes you attend (most likely 1 every 1-2 weeks).

Appointment Reports

- Individual appointment reports will be the same as all the previous, on Passport.
- Study Sessions: more informal, keep notes on who attends and what you discuss. Email to me and the professor.

Absences

Student Absences

- If there are no students present, you will be asked to work on projects that help support tutoring services.

Tutor Absences.

- If you are not able to make an appointment or study session, it is your responsibility to get it covered.
- If (worst case scenario) a session must be cancelled, contact Erika.

In-Class Visits

Scheduling

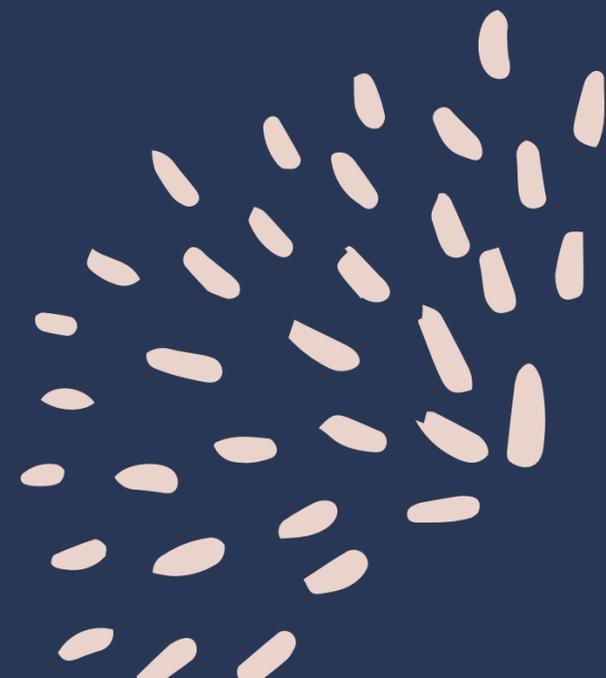
- For the first few weeks, I want to get tutors to specific required classes to introduce the new services.
- You can present in your own classes, that is a great way to get started. If there's two of you, present together!
- I will get a list of all classes, including times and locations, and you can sign up on an excel doc.

Appointment Reports

- In order to get paid for your in-class visits, you must fill out a Microsoft form about which class you attended and when.
- This is not about content but accountability.

Absences

- If you are going to miss an in-class visit for some reason, again it is your responsibility to get it covered.

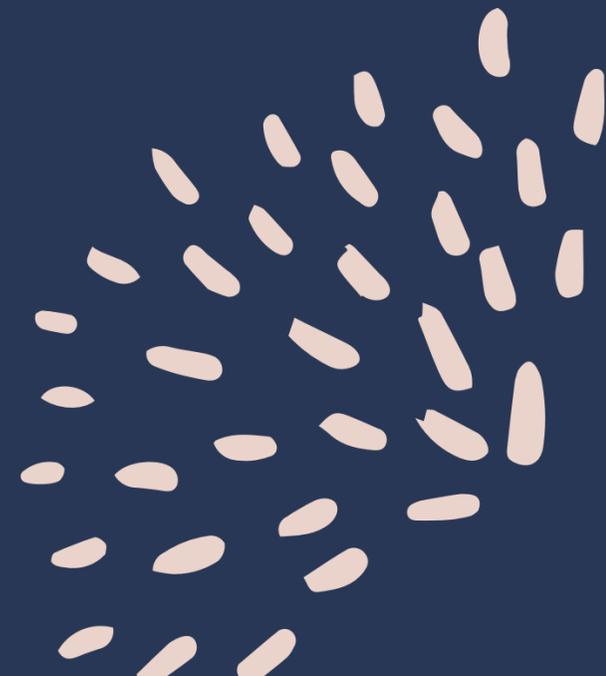


In-Class Visits- Practice

Basic Speech

Hello! My name is _____. I am a (year) (major) (any other information that you want them to know about you, like pronouns). I am a tutor here at CSUM and I am here to talk to you about what tutoring is and what we offer. Tutoring is a learning tool for everyone, to help you become better learners and students through peer-to-peer learning. Tutor sessions are free, confidential, 1-1, and 50 minutes long. You can make an appointment in Passport. There are a variety of appointment times, and you can even decide on the best location with your tutor! We will also be offering subject-specific drop in hours. Those will start the second or third week of school and more information will be posted on the tutoring website shortly. Most importantly, tutoring is not just for students who are struggling. Everyone can benefit from having a learning partner and guide, or even just someone to bounce ideas off of.

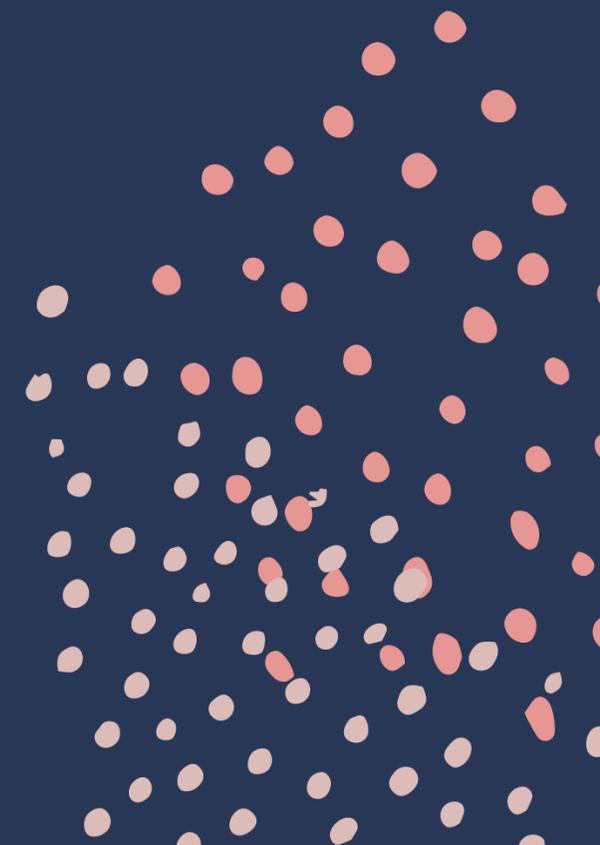
Tutoring Services also offers study skills workshops, affinity study spaces, and online resources. Let me pull up the website so you can see where to go to learn more!



Student Evaluations

While you are filling out your appointment summary, have the student fill out a session evaluation. Have the student place them in the drop-boxes that will be placed in common locations (for anonymity). I will collect them each week.

Refills are in my office.



WHY?

-So we can keep up to date on tutoring pedagogy, learn what is going on across campus, and create a support network of tutors.

WHEN?

- We will have one staff meeting every week
- Choose 1 option
- Mondays 11:30-12:30
- Tuesdays: 11-12

WHERE?

-Lab 201



Staff Meetings

Getting Paid!

How to Log:

1. Log your hours in Peoplesoft
2. The max for tutoring/SI is 10 hours a week, and you can only work a total of 20 with all of your student jobs.
3. You will get paid every month, but please log your hours each week by Friday so I can review them.
4. Most of you should be in the system, but if you are not yet keep track of hours by emailing me and then once you are in the system we can log them for backwork.

What to Log for Tutors:

1. Log all appointments
2. Log your staff meeting
3. Log any drop-in hours worked
4. Prep: You are not expected to prepare for each tutoring session, but if a topic comes up that requires a substantial amount of preparation, email Erika.

What to Log for SIs:

1. Log your study sessions
2. Log your staff meeting
3. Log class attendance
4. Log up to 1hr of prep if you need it
5. Since SI work is largely not in Passport, please email Erika once a week with a log of your work.