

TUTORING APPOINTMENTS

Tutoring appointments may be set up in ½ hour or 1 hour increments. The first tutoring appointment of the semester is typically 1 hour long.

- Learners interested in ongoing tutoring must first meet with an Instructional Support Specialist or Peer Tutor to discuss the goals of tutoring, the roles and responsibilities of each party, and the terms of ASC tutoring policies.
- Learners must sign a tutoring contract if they intend to continue tutorial services. They should also fill out a student intake profile to give tutors an understanding of their learning and study strategies and methods.
- To check in for a tutoring appointment, learners must announce their arrival at the front desk and sign in to the Track-It computer with their CR ID card or number. Learners must select the discipline in which they are receiving tutoring.
- ASC student employees always accompany learners to their tutoring appointment to ensure that the tutor-learner connection is made.
- The first time learners meet with an ISS or Peer Tutor, they should ask for their file and share their student intake profile with them.

- Learners must sign out of Track-It when finished with their tutoring appointment.



ASC Staff

Director, Ruby Jager

Instructional Support Specialist,
Tina Wahlund

Administrative Office Assistant, Vacant

We're here to help students succeed in their courses and reach their educational goals. Call or stop by to schedule a tutoring appointment today!

(707) 476-4106

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ASC Tutoring Services



Mission Statement

The Academic Support Center helps students reach their educational goals by developing their academic skills and encouraging them to become independent learners. In addition to responding to student requests for assistance, the ASC staff anticipates student needs and provides services such as individual and group tutoring, instructional handouts, workshops, and supplementary computer programs. Our Center also supports faculty and classroom instruction through assessment and testing administration services.

TUTORING HOURS

Tutoring is available Monday—Friday in ½ hour or 1 hour increments. General tutoring times are 9 am—6 pm (M—Th) and some Friday hours. Individual tutor schedules are available each semester in the ASC. Hours vary by academic term.

GOALS OF TUTORING

- Model behaviors of successful learners
- Help build learner morale
Facilitate learner insights
- Assist in development of learning, problem-solving, and study strategies
- Promote independence in learning

LEARNER RESPONSIBILITIES

Learners are responsible for actively participating in each tutoring session. This means they will:

- Attend every class and lab in the course for which they are receiving tutoring.**
- Complete reading and homework assignments and review class notes prior to each tutoring session.
- Arrive to tutoring sessions on time.
- Call the ASC to cancel appointments (if possible, 24 hrs in advance) if unable to attend.
- Bring materials (texts, notes, assignments, etc.) to tutoring sessions and have in mind some questions or problems to work on.
- Assist in identifying the tutoring session goals, objectives, and activities.
- Participate in those activities and ask clarifying questions.
- Refrain from criticizing the class or the instructor or complaining about the assignment.
- Show respect for the rights and opinions of others.
- Do agreed-upon practice problems and home-review assignments.

**The purpose of tutoring is to provide help *in addition to* class work. Tutoring

sessions may *not* be used as a substitute for attending classes.

TUTOR RESPONSIBILITIES

Tutors are responsible for facilitating tutoring sessions. This means they will:

- Arrive to tutoring sessions on time.
- Call the learner in advance to cancel appointments.
- Assist learners in assessing their tutoring needs, strengths, and areas for improvement.
- Assist in identifying the tutoring session goals, objectives, and activities.
- Help learners understand and use course materials (syllabi, texts, handouts, notes, assignments, calculators, etc.) appropriately.
- Ask learners questions to help them find answers by themselves and become independent.
- Guide learners in developing their academic skills, including strategies for studying, writing, reading, and solving problems.
- Facilitate group study sessions until group becomes self-sufficient.
- Provide learners with opportunities to practice academic skills and strategies and offer constructive feedback on performance.
- Help learners determine on-going strategies for continued academic success.
- Show respect for the opinions of others.

Tutors will not...

- make assumptions about course or assignment requirements.
- speculate about grades learners “should” receive on papers/homework assignments.
- provide answers to problems and/or do homework assignments for learners.

- write, correct, or edit papers.

TUTORING CAN HELP YOU IN...

Writing

- to understand assignments
- to generate ideas/plan papers
- to prepare research
- to cite/document sources correctly
- to make revisions
- to develop proofreading techniques

Reading

- to read textbooks & literary works effectively
- to identify main ideas & supporting details
- to summarize, comprehend, retain, & evaluate written information

Math and Sciences

- to identify, comprehend, analyze, & discuss concepts
- to discover patterns and make connections in materials
- to solve problems

Study Skills

- to manage time effectively
- to take notes from texts/lectures
- to organize information
- to annotate texts
- to ask questions
- to develop or improve test-taking strategies

