

Imperial Valley College Course Syllabus – Course Title and number

Basic Course Information

Semester	Fall 2014	Instructor Name	T.C. Norris
Course Title & #	EDUC 202	Email	terry.norris@imperial.edu
CRN #	10515	Webpage (optional)	
Room	203	Office	2611
Class Dates	9/25/2014 – 10/30/2014	Office Hours	M – F 8:30 – 3:00 (by appt.)
Class Days	Thursday	Office Phone #	760-355-6186
Class Times	1:30 – 4:20	Office contact if student will be out or emergency	Instructor Email/Phone
Units	1.0		

Course Description

“This course is designed to prepare college-level persons to tutor adult/college students.” It will include an introduction to adult learners, tutoring methods, use of appropriate instructional materials, and supervised practice tutoring.

Student Learning Outcomes

This course addresses the five student learning outcomes that the school requires, but focuses on the first one: communication skills.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. List and describe basic tutor responsibilities.
2. List and describe the steps in the tutoring cycle.
3. Demonstrate communication skills necessary for encouraging student learning and engagement.
4. Identify potential barriers to learning and create strategies to overcome them.

Textbooks & Other Resources or Links

MacDonald, *The Master Tutor: A Guidebook for More Effective Tutoring*, 2nd Ed. ISBN: 0-935-637-27-3

Course Requirements and Instructional Methods

The class will follow a lecture/discussion/workshop format.

- Students will complete homework assignments in the text prior to the date they are scheduled to be discussed. Completion of the assignments (or lack thereof) will be noted in the grade book at the beginning of each class.
- Those assignments will be the basis of class discussions, and the tutoring techniques they cover will be illustrated by accompanying videos.
- Students will practice those techniques in mock tutoring sessions.
- Students will complete a tutoring observation exercise in one of the instructional labs on campus in order to sharpen their awareness of effective tutoring techniques.
- Students will attend a brief teacher/student conference. In order to be sure that students are on track in the class and understand the concepts and subject matter being discussed, I will need to meet with each student once during the semester, between the third and fourth class meetings. The meeting will be brief but is a necessary part of instruction for this type of class. Attending this conference will not be part of the evaluation of your ability to tutor effectively, but will count toward the pass/fail determination. You must attend this meeting.
- Finally, students will write an essay in which they demonstrate their knowledge and understanding of the principles of effective tutoring, and show that they understand how to apply those principles creatively.

This is a short-term class, but since it is preparation for your job as a tutor, it should be no less of a priority than any of your other classes are.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

All of the resources and assignments will be available on Blackboard.

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Course Grading Based on Course Objectives

In order to pass EDUC 202, students must meet a variety of criteria. Each criterion adds to the overall preparation necessary to being and effective tutor, so being weak in any one area will affect the degree of preparedness and overall suitability for tutoring.

EVALUATION CRITERIA			
ATTENDANCE	PREPARATION	PARTICIPATION	ESSAY
In a short-term class, every minute of class time is important. In order to get the training and preparation necessary to tutor effectively, one must attend class regularly. Attending the student/teacher conference is included in this.	Doing homework and being ready to be involved in class discussion is essential to learning the principles of effective tutoring.	Discussing and practicing the principles of effective tutoring in class is necessary preparation for applying those principles on the job.	Demonstrating that you understand the principles of effective tutoring and are able to apply them creatively shows that you are ready to be a tutor.

Attendance

The class meets for 18 hours: 3 hours every Thursday for 6 weeks. Since the time is brief and the instruction is concentrated, consistent attendance is essential. Missing any class time will significantly diminish your preparation for tutoring effectively. For your own benefit, you do not want to miss class.

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

Since this is a class like any other class, standard college classroom decorum is expected:

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog. Ask questions of the teacher, not fellow students.
- Stay in the room for the duration of the class: there will be a break in the middle of class when students can get snacks. This is a college class; it is not an entertainment venue.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

You will benefit from the class only if you develop your thinking skills by doing your own work. During class discussions, students will benefit from each other's efforts, but preparation for class discussions should be an individual effort.

For this class, the following cautions will apply primarily to the essay, but also apply to homework assignments.

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- **Plagiarism** is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to 'cite a source' correctly, you must ask for help.
- **Cheating** is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials, that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Help

- **Blackboard** support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- **Learning Labs:** While there are instructional labs on campus to assist students in their various classes, there will be no need for students in this class to consult any of them for work in this class. However, you will need to visit one of them once in order to complete the tutoring observation exercise. Please consult your college map for the Math Lab (2500 Building), Writing Lab (2600 Building), and Study Skills Center (1500 Building).

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313, if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information, see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities, please refer to the IVC General Catalog, available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

Schedule of Assignments

The video and text reviews will be followed by discussion and practice tutoring sessions.

Chapters in *The Master Tutor (TMT)* should be read in advance of the date they are listed so that students can be prepared for discussion in class.

Date	Activity, Assignment, and/or Topic
9/25	Registration, Class Overview, Adult Learners, DSP&S Students, Learning Styles, Critical Thinking. <i>TMT</i> : Introduction, initial assessments (do in advance of class)
10/2	<i>TMT</i> : Ch. 1. Tutoring Role Videos: 1. The tutor's role, 7. Independent learner, 2. Positive Reinforcement
10/9	<i>TMT</i> : Ch. 2. Tutoring cycle Videos: 4. The student's ideas, 5. Student verbalization
	Teacher/Student Conference (drop in or by appointment)
10/16	<i>TMT</i> : Ch. 3. Tutoring options

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	Videos: 6. Questioning skills, 8. Direct techniques Intro to tutoring session observation Intro to essay
10/23	<i>TMT</i> : Ch. 4. Tutoring patterns Videos: 3. Listening skills, 6. Questioning skills Tutoring Session Observation Due
10/30	<i>TMT</i> : Ch. 5. Tutoring Inter-culturally, Summary Essay due