

Academic Skills Center Training Manual, Expectations, Paperwork, Procedures, and FERPA

(Level One: Definition of Tutoring and Tutor Responsibilities)

- **Summary:** This introductory training outlines tutoring expectations and informs tutors about JJC FERPA guidelines.
- **When Covered:** This topic must be covered prior to tutor's first tutoring session; typically this would occur within the first two weeks of fall and spring semester.
- **Amount of Time:** 60 minutes
- **Desired Outcomes:**
 - Understand the purpose of the Academic Skills Center Tutoring Program (ASCTP) as well as the "Six Goals of Tutoring" as written by Dr. Ross B. MacDonald's publication, *The Master Tutor: A Guidebook for More Effective Tutoring*.
 - Identify the types of tutoring services offered (and not offered) through the ASCTP.
 - Review the expectations of tutors and tutees including an overview of the following items:
 - Advertising services
 - Attendance Policy
 - Classroom Visitation Policy
 - College Reading and Learning Association (CRLA) training components
 - Daily activities
 - Family Educational Rights and Privacy Act (FERPA)
 - Job description
 - Weekly activities: documentation
 - Discuss future goals of the ASCTP.
 - Understand how, why, and when to turn in ASCTP paperwork which tracks hours tutored, students tutored, and total hours worked.
 - Become familiar with tutor evaluation tools including:
 - *Joliet Junior College Student Employment Evaluation Form*
 - *Tutor Evaluation and Self-Assessment Tool (TESAT)*
- **Materials Required:**
 - Placed in three-ring binder:
 - *Academic Skills Center Tutor Program Handbook* – one copy per tutor
 - *Timesheet Tips for the Semester* – one copy per tutor
 - *Tutor Evaluation and Self-Assessment Tool (TESAT)* – one copy per tutor
 - *Joliet Junior College Student Employee Timesheet* – 8 copies per tutor
 - *ASC Tutor Training Evaluation* – one copy per tutor
 - *Tutor Classroom Visitation Sheet* – one copy per tutor
 - *ASC Training Manual and FERPA Quiz* – one copy per tutor
 - *ASC Tutor Training Sign-in Sheet* – one copy
 - Name card tents – one per tutor
 - ASC Training Manual and FERPA Role Playing Cards – one card per group

- **Citations:**
 - MacDonald, Ph.D., Ross B. *The Master Tutor: A Guidebook for More Effective Tutoring*.
Williamsville, New York: Cambridge Stratford Limited, 1994.
- **Presenter Preparation Required:**
 - Reserve a room through the Academic Skills Center secretary at least one month prior to presentation; ensure that this room has a computer, projector, and screen.
 - Gather materials and photocopy necessary documents.
 - Update the Angel website with these materials.
 - Organize documents into three-ring binder
- **Activities:**
 - Role-play with seven different tutoring scenarios that test the tutor's knowledge from the presentation.
 - Assess knowledge with *ASC Training Manual and FERPA Quiz*
- **Training Modes Used:**
 - Assessment with quiz
 - Face-to-face discussion
 - Handouts
 - Role play with cards
 - Workshop Instruction: Led by ASC Manager