

ACT COMPASS Math, Reading, and Writing Preparation: Leading a Review Session (Level Two: Tutoring in Specific Skills/Subject Areas)

- **Summary:** The Academic Skills Center provides a number of Tutoring and Testing functions including ACT COMPASS Placement Testing for all incoming full-time students and most part-time students. When I came into this department in March 2009, I noticed that ACT COMPASS review sessions were not offered anywhere else throughout the college and very minimally within the ASC. As a result, I have greatly increased the number of sessions offered and created this training program with the assistance of my English Tutorial Assistant, Teresa Carrillo, to teach new tutors how to effectively lead a review session.
- **When Covered:** April and October (as needed)
- **Amount of Time:** 60 minutes
- **Desired Outcomes:**
 - Understand purpose behind offering ACT COMPASS review sessions and other options
 - Become familiar with current offerings in terms of
 - Which type of student they would most benefit from a particular option
 - How students can register, schedule, or simply download options
 - Points to cover in every reading and writing session.
- **Materials Required:**
 - COMPASS Prep Role Playing Cards – one card per group
- **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.
- **Activities:**
 - Before Presentation
 - Student must schedule classes and bring class schedule to presentation.
 - Student must also acquire work schedule.
 - During Presentation
 - Discuss the Forgetting Curve and the implications of not reviewing material daily.
 - Determine best time to study through the use of *Day Versus Night People* Worksheet.
 - Use class schedule and work schedule to complete *Weekly Time Management Schedule*.
 - Complete evaluation of presentation.
- **Training Modes Used:**
 - Face-to-Face Discussion
 - Role Play with Cards
 - Workshop Instruction: Presentation Led by ASC Manager and ASC Tutorial Assistant