

## Referral and Level One Review Scavenger Hunt (Level Two: Referral Skills and Review of Level One Topics)

### Question Pool:

#### Academic Skills Center Training Manual and FERPA Training Module

1. What are the “Six Goals of Tutoring” according to Dr. Ross B. MacDonald’s publications, *The Master Tutor: a Guidebook for More Effective Tutoring*?
  - Promote independence in learning
  - Personalize instruction
  - Facilitate tutee insights into learning and learning processes
  - Provide a student perspective on learning and school success
  - Respect individual differences
  - Follow a job description
2. What is one service that is NOT offered through the JJC ASC?
  - Editing
  - Proofreading
  - Ghostwriting
  - Assisting with take home tests
  - Counseling
  - Off campus tutoring
  - Watching tutees complete homework
  - Accepting pay from tutees
3. Retrieve a bookmark which will provide tutees with website and COMPASS information.
4. Name one of the courses offered through “Smarthinking.”
5. Print a FERPA “Request to Prevent Disclosure of Directory Information.”

#### Good Tutor/Poor Tutor Training Module

1. List two of the six habits of a Highly Effective Tutor.
  - Be proactive
  - Assess the student
  - Develop a working relationship with the student
  - Model appropriate behavior
  - Match your tutoring style with the student’s learning style
  - Communicate effectively.
2. When you first meet a tutee, what should you do?
  - Introduce yourself, ask the subject matter, and then ask questions.

3. Provide some examples of a poor tutor not being proactive.
  - Tutor shows up late.
  - Tutor doesn't speak often.
  - Tutor talks/texts on phone instead of with tutee.
4. When assessing the student, what types of introductory questions should you ask to gauge the students' level of involvement in the course?
  - Do you want to pass minimally or excel?
  - Do you have a grasp of the professor's teaching style?
5. What things should you know about your student so as to enhance the effectiveness of your tutoring session?
  - Self esteem level
  - Anxiety level
  - Self-efficiency level

### **The Tutoring Cycle Training Module**

1. What is the primary goal of tutoring?
  - To promote independent learning
2. What is the second step in the Tutoring Cycle?
  - Identification of Task
3. Why is Step Four of the Tutoring Cycle the most critical step?
  - Showing the tutee how to solve the problem but not solving it for them.
4. Provide an example of the Light Bulb Effect.
  - "Oh, OK! A metaphor is just like a simile except that..." etc.
5. What is the objective of Step Eight?
  - Your objective is to cause the tutee to explain the thought process he/she used, knowing that such an explanation helps move the understanding from short term to long term memory and also helps you and the tutee assess understanding.

### **Basic Learning Styles Training Module**

1. What are the three learning styles discussed during this module?
  - Visual
  - Auditory
  - Tactile

2. Name one helpful study habit for visual learners?
  - Taking notes during class
  - Color-coding notes
  - Using graph paper
  - Creating graphic presentations
  - Using mnemonics and acronyms
  - Designing visual chains and mind maps
3. What is a fun way to learn for auditory learners?
  - Making up songs including the subject material
4. What are helpful study hints for tactile learners?
  - Sit in the front of the classroom
  - Hold a book while reading or talking
  - Use rhythm to memorize
  - Type notes at a computer to reinforce tactile learning
5. What did the Basic Learning Styles Inventory teach you about yourself?

### **Proctoring Training Module**

1. What are a few of the responsibilities of a Proctor?
  - Ensure testing integrity and security
  - Prevent cheating
  - Maintain proper paperwork
2. What is the protocol for cell phones during proctoring?
  - They are to be turned off or to silent.
3. Are you to assist with testing?
  - No, all questions are to be directed in the Academic Skills Center testing staff.
4. How often should you walk around the testing room?
  - Every 15 minutes
5. If you are proctoring and a student arrives for drop-in tutoring, what should you do?
  - Tutor the student; this always takes priority over projects, proctoring, and most meetings.

### **Career Services Training Module**

1. Look on the “What can I do with this Major Website” and search for options for History. Print out these options.

2. Where is Career Services Office located at JJC's Main Campus?
  - D -1010
3. When it comes to Online Career Counseling, what kind of topics can you ask about?
  - Deciding on a career or college major
  - Interest and other career assessments
  - Resume writing and interviewing tips
  - Occupational and labor market information
  - Internships
  - Other career-related topics
4. Print a cover letter example from the Career Services webpage.
5. Print the Sample Action Verbs sheet to learn about words to use on your resume.

### **Recognizing and Preventing Violence on Campus Training Module**

1. Are Intimidation, bullying, harassment, threats, and stalking all examples of campus violence?
  - a. **Yes**
  - b. No
2. What is the name of JJC's Dean of Students and what is his/her phone number?
  - Cynthia Vasquez-Barrios – (815) 280-2309
3. If a new student wishes to obtain an ID, what do they need to provide to the JJC Student ID Services Counter?
  - Printed current semester schedule
  - One form of current photo identification
    - Driver's License
    - State ID
    - U.S. Passport
    - U.S. Military Picture ID
    - Federal Picture ID
    - Alien Registration Card
4. True or False: Violent acts are often preceded by behaviors, which suggest the propensity for future violence.
  - a. **True**
  - b. False
5. What is the Campus Violence Prevention Formula?
  - Awareness + Action = Prevention

6. What is the definition of Campus Violence?
  - Any action or behavior that may threaten the safety of a member of the campus community or impact his/her physical and/or psychological well being.

### **Time Management Training Module**

1. What is the “Two for One” Rule?
  - Allow two hours of study time for each hour spent in class
2. What items did you need to bring to the Time Management Training to create your schedule?
  - Your class schedule
  - Your work schedule
  - 6 different-colored highlighters
3. What are “Fixed Times”?
  - Times that cannot be easily changed (i.e. classes, work, worship, team practice)
4. What is the best way to distribute study time?
  - In 2-3 hour chunks
5. What is the one recommended best practice in terms of managing large goals?
  - Break down tasks into manageable lists

### **Active Reading and Textmarking Training Module**

1. What are three general suggestions for marking your text?
  - Keep your system simple! If you do not, you will probably abandon textmarking altogether.
  - Be consistent!
  - Be neat and brief!
2. What does the acronym SQ4R stand for?
  - Survey
  - Question
  - Read
  - Recite
  - w(R)ite
  - Review
3. Why should you “S”? (Survey)
  - Surveying
    - Provides chapter overview
    - Provides assessment of background knowledge
    - Highlights organization/structure of chapter

4. Why should you “Q”? (Question)
  - Questioning
    - Arouses curiosity
    - Focuses attention
    - Improves speed and comprehension

### **Sexual Harassment Training Module**

1. What are the two types of Sexual Harassment?
  - Quid Pro Quo
  - Hostile Environment
2. Which Department presented this information and where is this department located?
  - Human Resources in J-1057
3. When did you attend this training?
4. Who is the **first** person you should speak with if you feel that you are being sexually harassed? Who is the **second**?
  - The offender
  - Your supervisor (or their supervisor if your supervisor is the offender)