

Course Outline

COURSE: CD 31 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2022 **CURRICULUM APPROVAL DATE:** 12/13/2022

SHORT TITLE: TUTOR/SCH-AGE CHILD

LONG TITLE: Tutoring School-Age Children

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
1	18	Lecture:	1	18
		Lab:	0	0
		Other:	0	0
		Total:	1	18

COURSE DESCRIPTION:

An introductory course for students who wish to work as tutors in classroom settings. Students will gain and apply skills needed to function within a public school setting and develop effective strategies for helping children learn to read and write. Additionally, students will be encouraged to explore related career options, while developing and practicing social awareness and the ability to learn from field experiences in a self-directed manner. This course has the option of a letter grade or pass/no pass.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

- L - Standard Letter Grade
- P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 02 - Lecture and/or discussion
- 05 - Hybrid
- 71 - Dist. Ed Internet Simultaneous
- 72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Analyze how schools and school districts are organized, and how to contact people within the school system.
2. Using a map or diagram, explain the physical organization of school sites and demonstrate how to navigate in a school setting.
3. Develop and explain the tutoring/teaching relationship including the tutor's role in relation to the teacher and the student.
4. Demonstrate how to carry out the instructions of a teacher with regard to assisting children's learning concepts and practicing of basic skills.
5. Describe the need for professional demeanor and behavior, including a long-term commitment to children being tutored.
6. Demonstrate skills in teaching strategies, attendance and other procedures, interpersonal communication, and collaborative curriculum development.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Express how to obtain fingerprints and TB tests in the community and the importance of developing a portfolio of required forms.
2. Demonstrate how to initiate contact with schools and appropriate ways to communicate with supervising teachers.
3. Demonstrate the ability to utilize campus resources to order to work effectively with children.
4. Define the tutor's role in the elementary education environment and explain the tutor's position in relation to the teacher and student.
5. Describe the difference between being a teacher and being a tutor and the differences between classroom tutors and homework helpers.
6. Explain how a tutor-supervisor contract can and should incorporate the goals of an effective tutoring program.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 12/13/2022

3 Hours

Topics: Preparing for tutoring. Overview of the role of the tutor in elementary and secondary school education. Understanding the reasons for requiring tutors to be fingerprinted and obtain TB tests in California public and private schools. Analyze how schools and school districts are organized, and how to contact people within the school system.

3 Hours

Topics: Making the initial contact. Administrative framework of public and private schools.

3 Hours

Topics: Learning your way around the school. Demystifying the public school. Maps of different schools will be projected and studied. Traffic patterns, appropriate entry points, parking regulations, etc. will be discussed. Using map or diagram, explain the physical organization of school sites and demonstrate how to navigate in a school setting.

3 Hours

Topics: The role of the tutor. Understanding how the tutor fits into the educational process. Analyzing and carrying out teacher's lesson plans, identifying barriers to learning, helping to develop children's confidence and competence, extending learning. Learning children's names; the importance of eye contact and body language; enthusiasm and positivity.

3 Hours

Topics: Writing lesson plans. Understanding the core concepts of a teacher's curriculum, and learning how to support children's learning. The difference between classroom tutoring and after-school homework help. Developing activities to supplement specific lessons. Using everyday examples of the material being taught; relating new material to more familiar concepts; the new tutor's fear of silence.

1 Hour

Topic: The importance of a professional outlook. Confidentiality, punctuality, reliability. Working with teachers as members of the team; making a long-term commitment to a tutoring assignment; adapting your schedule to that of the school.

2 Hours

Final Examination

METHODS OF INSTRUCTION:

Lecture, discussion, video, recommended readings, field trips.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours 6

Assignment Description

Homework Assignment: Students will contact appropriate agencies and obtain necessary application forms for livescan fingerprint submission and TB screening or x-rays as appropriate.

Required Outside Hours 6

Assignment Description

Assignment: Students will chart the district, school and grade level organization of their target community. Charts will contain contact numbers for human services, principals, and teachers, hours of operation, dates closed.

Required Outside Hours 6

Assignment Description

Assignment: Students will select one school to explore and request a site visit. While visiting the school, they will draw or annotate a site map with the locations of the attendance office, nurses' station, principal's office, adult restrooms and classrooms. In addition, they will locate on the map three special purpose rooms, such as library, computer center, and language lab.

Required Outside Hours 6

Assignment Description

Assignment: Write a short essay describing the goals and objectives of an effective tutoring program and the steps needed to achieve it.

Required Outside Hours 6

Assignment Description

Assignment: Working from a teacher-developed lesson plan, develop three supportive activities to lead in small groups with children of different ages.

Required Outside Hours 2

Assignment Description

Assignment: In groups of four, develop a tutor-supervisor contract that incorporates the goals of an effective tutoring program.

Required Outside Hours 4

Assignment Description

Study for exams. Complete readings.

METHODS OF EVALUATION:

Writing assignments

Evaluation Percent 40

Evaluation Description

Percent range of total grade: 30% to 50%

Written Homework,

Essay Exams,

Other: charts, diagrams, sample application, lesson plans

Skill demonstrations

Evaluation Percent 20

Evaluation Description

Percent range of total grade: 10% to 30%

Class Performance/s,

Field Work

Objective examinations

Evaluation Percent 20

Evaluation Description

Percent range of total grade: 10% to 30%

Multiple Choice,

True/False,

Matching Items

Other methods of evaluation

Evaluation Percent 20

Evaluation Description

Percent range of total grade: 20% to 30%

Portfolio Development

REPRESENTATIVE TEXTBOOKS:

Frey, Fisher, & Almarode. How Tutoring Works Six Steps to Grow Motivation and Accelerate Student Learning, Corwin Publishing, 2021. Or other appropriate college level text.

ISBN 13-1071855959

Reading level of text, Grade: 12 Verified by: Claire Boss

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200130

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000226149

Sports/Physical Education Course: N

Taxonomy of Program: 130500