Course: UK 100: Initial Tutor Certification
- Enrollment controlled by tutoring programs

Time: T 6:00-6:50

Instructor: Rister, V.
Office: 6 Alumni Gym
Phone: 257-9797
Email: valerie.rister@uky.edu
Hours: 16 week course

Course Description:

The purpose of this course is to introduce students to the role of a tutor and to the methods of effective tutoring. Students will learn to establish goals and objectives, implement a tutorial plan, apply effective learning skills, develop effective communication and listening skills, and foster critical thinking. In addition, students will develop an understanding of the educational resources available to them on the World Wide Web. This course focuses on tutoring principles found universal to effective tutoring across different disciplines and settings. Because these principles are flexible, each tutor will be applying them in practice to his or her own discipline, exploring and adapting strategies as they suit specific tutoring situations.

Prerequisites:

Students must be in good academic standing based on University regulations, have a GPA of 3.0 in subject area of tutoring interest, and be the equivalent of sophomore standing (60 hours).

Student Learning Outcomes:

Through this course Students will be able to...

- Differentiate between the role of a tutor and teacher
- Explain and apply methods of effective tutoring
- Create and apply goals and objectives per student being tutored
- Plan and implement a tutorial plan
- Apply effective learning skills,
- Develop effective communication and listening skills,
- Assess critical thinking skills of the students being tutored
- Apply tutoring principles across disciplines
- Select strategies effective for working with a diverse population
- Adapting strategies as they suit specific tutoring situations

Required Texts and Materials:

- A Training Guide for College Tutors and Peer Educators, S. A. Lipsky (Textbook)
- UK Tutor Manual
- Other course readings will be provided in class
University of Kentucky Tutor Training | 2013

• You will also need an e-mail account.
• A computer with Internet access is a requirement for this course. If you don't have one, there are numerous computer labs on campus.

Course Activities and Assignments:

Double-Entry Journal: 5 points each = 70 points

- For each week’s reading, you will complete a journal with at least two double-entries. This journal will be e-mailed to the instructor no later than midnight on Thursday of each week.
- Each entry will consist of a quotation from the week’s reading and a response. Choose quotations that you find particularly useful, interesting, puzzling, infuriating, etc., and make sure that you note their source and page number (for quotes from the text). Your response should elaborate on the quotation and indicate why you chose it. Connect journal to actual tutoring situations.

(Midterm) Exam 50 points

Role Playing/Modeling: (in class- 30 points)

- Students will be required to participate/be evaluated during role playing/modeling of the constructs discussed in the course.

(Final) Presentation: 50 points

- Students will be required to create a 10 minute presentation on one of the strategies that he/she has felt is most beneficial to him/her.

Total points 200

Course Grading:

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<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A (180-200)</td>
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<tr>
<td>80-89</td>
<td>B (160-179)</td>
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<td>70-79</td>
<td>C (140-159)</td>
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<tr>
<td>60-69</td>
<td>D (120-139)</td>
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<tr>
<td>59-Below</td>
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The course is P/F but in order to pass the course you must receive a passing score of 120 points or higher; otherwise you will not have passed the course.

Course Policies:

Assignments are to be submitted electronically to the instructor’s email (valerie.rister@uky.edu) by midnight of the night before the next class. Example: Assignment given on Tuesday 9/3 it would be due by midnight Monday 9/9, which is the night before the next class meeting. Since the class meets once a week it is imperative that you submit the assignments on time for they lead into the upcoming discussions. **IF you are unable to submit the assignment, you will not have the opportunity for late**
assignments. The lack of internet access or system down will not be an accepted reason for not having the assignment turned into the instructor. IF this does happen, you may walk the assignment into the instructor’s office by 9am the day it is due (office located in the Main Building 3rd Floor Room 311).

Attendance:
You may miss one class with no grade penalty. Each additional unexcused missed class will result in a loss of points for that day (assignment). If you are needing to miss more than one class you need to bring in either a doctor’s reason via note from the doctor (they can be requested at the time of your appointment), or documentation of the incident causing you to miss multiple class sessions. For further explanation of attendance policies here at the University of Kentucky you may visit the UK website and look up attendance policies in the Bulletin.

Excused Absences:
Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences:
Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity:
Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following
A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else’s work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student’s assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability:
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Classroom Behavior Policies:
Our classroom does not permit the use or the presence of cell phones during class as well as the lab. Having respect for the classroom environment is key to gaining understanding of the material and position at hand. Additionally, we will respect opinions of others and use
language that is indicative of an educational and professional setting.

**Tentative Course Topic Schedule:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Class #</th>
<th>Topic</th>
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| 9/3  | Class #1: | The Tutoring Cycle  
Basic Tutoring Guidelines, and/or, Tutoring  
Don'ts Techniques for Successfully Beginning and Ending a Tutor Session  
Setting Goals, and/or Planning |
| 9/10 | Class #2: | Tutoring Techniques  
Assertiveness, Handling Difficult Students, Modeling |
| 9/17 | Class #3: | Compliance with the Ethics and Philosophy of the Tutor Program,  
Sexual Harassment & Plagiarism |
| 9/24 | Class #4: | Learning Styles and Learning Skills  
Learning Theory, and/or, Learning Styles |
| 10/1 | Class #5: | Multicultural Tutoring  
Adult Learners, Veterans, etc. |
| 10/8 | Class #6: | Learning Disabilities/Campus Resources |
| 10/15 | Class #7: | Group Tutoring/Individual Tutoring Dynamic  
Running a Review Session |
| MIDTERM 10/21 | | On-Line Exam (Due by midnight 10/22) |
| 10/22 | Class #8: | Tutoring Writing  
Plagiarism Reviewed, Writing Center Presentation, Software |
| 10/29 | Class #9: | Communication  
Interpersonal & Intrapersonal |
| 11/5 | Class #10: | Tutoring the Sciences  
Anxiety, Concepts, Math Department/Science Department |
| 11/12 | Class #11: | Critical Thinking:  
Strategies to Improve Questioning Techniques;  
Socratic Method, Dalton Categories of Questions &  
Touching the Void, Bloom’s Taxonomy |
<p>| 11/19 | Class #12: | Active vs. Passive Listening |
| 11/26 | Class #13: | Constructive Confrontation |
| 12/3 | Class #14: | Problem Solving |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Class #</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/10</td>
<td>Class #15</td>
<td>Drop In Tutoring Format</td>
</tr>
<tr>
<td>FINAL</td>
<td>12/17</td>
<td>Class #16: Project Presentations (groups of two)</td>
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<td>Alternative: Paper on Tutoring Strategy (see instructor for specifics)</td>
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</tbody>
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CRLA Certification Requirements
REQUIREMENTS FOR REGULAR - LEVEL 1 CERTIFICATION

A. AMOUNT/DURATION OF TUTOR TRAINING: one or more of the following:

1. Minimum of ten hours of tutor training
2. A quarter/semester tutor training course
3. A quarter/semester of tutor training (non-course work)

B. MODES OF TUTOR TRAINING

1. Minimum of 6 hours of the training must be must be:
   Tutor-trainer supervised, Interactive, Live, and Real-time and can take one or more of the following forms:
   a. Workshop instruction / seminar session
   b. Face-to-face or online discussions
   c. Multi-User Virtual Environment (MUVE, like Second Life)

2. The training time remaining can use the following as the main delivery medium
   a. Videotapes/DVDs/websites
   b. Conferences with tutor trainer/supervisor
   c. Webquests, podcasts, webcasts, wikis, blogs
   d. Texts, handouts, scavenger hunts
   e. Special tutor projects
   f. Other

C. AREAS/TOPICS TO BE COVERED IN TUTOR TRAINING A minimum of eight (8) of the following topics should be covered in Level 1 training. The exact amount of time devoted to each topic may vary.

1. Definition of tutoring and tutor responsibilities
2. Basic tutoring guidelines / Tutoring do's / Tutoring don'ts
3. Techniques for successfully beginning and ending a tutor session
4. Adult learners / Learning theory / Learning styles
5. Assertiveness / Handling difficult students
6. Role modeling
7. Setting goals / Planning
8. Communication skills
9. Active listening and paraphrasing
10. Referral skills
11. Study skills
12. Critical thinking skills
13. Compliance with the ethics and philosophy of the tutor program / Sexual harassment / Plagiarism
14. Modeling problem solving
15. Other (please specify)

D. REQUIRED TUTORING EXPERIENCE
25 hours of actual tutoring

E. TUTOR SELECTION CRITERIA

1. Interview plus written approval of a content/skill instructor
   AND/OR
2. Interview plus endorsement of tutor trainer/supervisor
3. PLUS at least one of the following:
4. Grade of "A" or "B" in subject content being tutored
5. Documented experience equivalent to #3

F. TUTOR EVALUATION CRITERIA

1. A formal/informal evaluation process is in place
2. Formal/informal evaluation occurs on a regular basis
3. The results of the evaluation process are made known to the tutors