Dedicated Tutor Training
Spring Semester 2014
January 24, 2014
10:00am – 2:00pm
Deedy Staff Lounge – Student Services Building

New DTs
10:00am Welcome and Introductions

10:15am Dedicated Tutor Program Overview
• Purpose and DT Model
  o COSK English and Math pre-transfer course numbers
• History of DT Program at COM
• Outcome Data – Sp2013 College Skills English
• Outcome Data – Sp2013 Math (Pilot Project)

10:45am Nuts and Bolts – getting paid
• Schedule: timecard due dates
• Paperwork/Timecards/Tutor Time Logs
• Log Information for sessions
• Professionalism

Returning DTs and New DTs
11:15am Break – Returning DTs join us

11:35am DT Relationships
• Student Video (Part 1)
• Group Discussion: Interacting with Students
  o Getting Students to meet with you, the DT
  o End-of-term Student Survey
  o Referring students to campus resources [COM Catalogue]
• Group Discussion: Interacting with Teachers and other DTs

Moodle Demo
• moodle for our DT group page (DT Project)
• moodle webpage for each class

Continued…..
12:20am  **DT Tutoring Sessions**
- Watching video: How to Tutor—Not!
- Review Session handouts
- Complete small group work: Session Scenarios
  - Role Plays for 2 or 3 scenarios
  - Discussion of scenarios / strategies

1:30pm  **Homework Discussion**
- Reviewing this training manual
- Constructing your schedule
- Identifying the space that you will work in
- Finding DT peers
- Writing Moodle reflections / DT Listserv
  - Post a message on moodle by Feb. 1

- Questions – email/call Coordinator
  - Cheo.Massion@marin.edu, 457-8811, ex7768 [COSK English]
  - Andrea.Wang@marin.edu [Math]

- Fill out evaluation of training

- Walking Tour of campus – for anyone interested