# College of San Mateo
## Course Outline

- **New Course**
- **Update/No change**
- **Course Revision (Minor)**
- **Course Revision (Major)**

**Date:** 12/8/11

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**Department:** LCTR  
**Number:** 698  
**Course Title:** Supervised Tutoring/Academic Assistance  
**Units:** 0.0

<table>
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<tr>
<th>Total Semester Hours</th>
<th>Lecture:</th>
<th>Lab:</th>
<th>Homework:</th>
<th>By Arrangement:</th>
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**Length of Course**
- **Semester-long**
- **Short course (Number of weeks ___)**
- **Open entry/Open exit**

**Grading**
- **Letter**
- **Pass/No Pass**
- **Grade Option (letter or Pass/No Pass)**

**Faculty Load Credit** (To be completed by Division Office; show calculations.):

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1. **Prerequisite** (Attach Enrollment Limitation Validation Form.)
   None.

2. **Corequisite** (Attach Enrollment Limitation Validation Form.)
   Concurrent enrollment in a course in which tutorial/academic assistance is being provided.

3. **Recommended Preparation** (Attach Enrollment Validation Form.)
   None.

4. **Catalog Description** (Include prerequisites/corequisites/recommended preparation. For format, please see model course outline.)
   
   LCTR 698 Supervised Tutoring/Academic Assistance (0) Corequisite: Concurrent enrollment in a course in which tutorial/academic assistance is being provided. Under the supervision of the Director the Learning Center, students receive academic assistance such as tutoring or computerized supplemental instruction in areas of academic need. Students receive computerized supplemental instruction in assignments or tutoring by tutors who have demonstrated competence in specific subject, skill and/or discipline and who have successfully completed a tutor training course. (Units do not apply toward AA/AS degree.)

5. **Class Schedule Description** (Include prerequisites/corequisites/recommended preparation. For format, please see model course outline.)
   Same as above.

6. **Student Learning Outcomes** (Identify 1-6 expected learner outcomes using active verbs.)

   Upon successful completion of the course, the student will be able to: demonstrate knowledge of appropriate concepts, vocabulary and subject matter and/or skills in course in which academic assistance is provided during the tutoring session.
7. **Course Objectives** (Identify specific teaching objectives detailing course content and activities. 
*For some courses, the course objectives will be the same as the student learning outcomes. In this case, “Same as Student Learning Outcomes” is appropriate here.*)

1. Students will demonstrate knowledge of appropriate concepts, vocabulary and subject matter and/or skills in course in which academic assistance is provided.
2. Students will demonstrate ability to apply skills to coursework in which academic assistance is provided.

8. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, a sample course syllabus with timeline may be attached.)

1. Topics appropriate to the course in which academic assistance is provided.
2. Learning activities appropriate to the subject matter.
3. Student skills as applied to the specific subject, skill or discipline.

9. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Describe out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills. *If hours by arrangement are required, please indicate the additional instructional activity which will be provided during these hours, where the activity will take place, and how the activity will be supervised.*)

- Individual work
- Group work
- Computerized supplemental instruction
- Directed learning activities

10. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)

1. Specific areas of need will be identified through consultations with the appropriate instructor(s) and/or through diagnostic pre-testing.
2. Tutors will evaluate progress made during each tutorial session through oral and written work.

11. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

1. Textbook and material used in the course in which assistance is being provided.
2. Supplementary Texts/Workbooks: Related material available through the Learning Center, Library and/or other resources.

Prepared by:  

.................................................................
(Signature)

Email address:  

Submission Date:  

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