

College of San Mateo Embedded Tutoring Program



What is Embedded Tutoring?

Embedded Tutoring is now being offered to assist students in a variety of courses by taking academic support into the classroom. An embedded tutor works closely with the instructor and students for a portion of, or the total, class time to help students understand course concepts and enhance student engagement. Ideally, the tutor is a former student of that very same class and instructor. The tutor may attend certain class meetings each week, and class attendance is based on the needs of the students and the structure of the class. In the classroom, the embedded tutor functions as a mentor and role model for successful academic strategies and habits. Embedded tutors use “best practices” learned during the tutor training they receive at the beginning of the semester of employment. The embedded tutor may also facilitate occasional study sessions outside of the regular class time. An embedded tutor may help facilitate small group exercises or discussions, or provide one-on-one tutoring. NOTE: All embedded tutors will enroll in or have passed LCTR 100, which will cover best practices to tutor at CSM.

Goals of the program

The Embedded Tutoring Program is committed to bringing quality academic support into the classroom and strives to reach the following goals:

- To improve completion rates by providing enhanced support in the classroom
- Tutors will serve as role models and share strategies for academic success to students they work with
- To expose students to tutoring and encourage them to seek support outside of the class
- To work towards erasing the stigma of getting tutored
- To encourage professional growth of our embedded tutors
- Improve class retention and success
- To give students more individualized attention
- To support under-resourced students enrolled in Math and ENGL combined courses
- Create an additional avenue of communication between the students and the instructor

Requirements to become and Embedded Tutor

- Have an overall GPA of at least 2.5 and be enrolled in at least 6 units during semester of employment
- Have completed course requesting to tutor with a grade B or better at CSM
- Be 18 years of age or older
- Complete an Embedded Tutor application
- Must obtain a faculty recommendation
- Be interviewed and screened by embedded tutor coordinator
- Complete district hiring packet if position offer is given by coordinator
- Enroll in and successfully complete 1 unit training course: LCTR 100 (Effective Tutoring & Practicum)

Embedded Tutor's Responsibilities

- Enroll in and complete LCTR 100 (Tutor Training Course)
- Be patient, polite and kind to students.
- Will arrive on time, and serve as role model student
- Will inform students of different resources available on campus
- Help students understand materials but not do work for them
- Will take lead from the instructor and assist students one-on-one or in small group activities.
- Take on an advocacy role for the students and serve as an avenue of communication between students and the instructor
- Encourage students to participate and meet with instructors during office hours.
- Use best practices learned in LCTR 100
- Regularly check e-mail for communications from instructor and program coordinator.
- Attend monthly check-in meetings with coordinator
- Will only give out my.smccd email if tutor wants to offer an avenue for out-of-class communication
- Be responsible for turning in monthly timesheets by the due date.
- Communicate any absences as soon as possible to instructor and coordinator.
- Maintain satisfactory GPA and a unit load of 6 units throughout the duration of the semester

Embedded Tutor will NOT

- Introduce new concepts the instructor has not already introduced
- Take on teaching responsibilities or lead the class without the instructor present
- Assign grades, proctor exams or quizzes, lesson plan, make copies or enforce classroom management and disciplinary policies
- Sit disengaged or idle in class.
- Hold outside review sessions without prior approval of the coordinator

Instructor's Responsibilities

- Embedded tutor will not begin work until all employment paperwork has been submitted and clearance has been given by the coordinator
- Help tutor feel welcomed and introduce them to the class
- Give them a copy of the course syllabus and any other relevant information or materials
- If an extra textbook is unavailable, please let coordinator know so that they can secure a copy for the tutor's use
- Explain how you want the tutor to interact with your students
- Add the tutor in the TA role on the Canvas shell
- Take on the role of a subject matter mentor
- Work together and make adjustments to best take advantage of the tutor's skills
- Debrief regularly to reflect on tutoring strategies and student performance
- Ensure the tutor is engaged, productive and not merely sitting while listening to the lecture
- Design class activities that incorporate the tutor
- Communicate with the tutor when you will not need their services (i.e. exam days, etc.)
- Reach out to the coordinator if there are any questions, concerns, or updates you'd like to share
- Participate in an end-of-the-semester survey regarding the embedded tutoring service

NOTE to instructors

Embedded Tutoring is funded through ASLT, Basic Skills and other student support resources. In order to stay in compliance with the funding parameters embedded tutor requests must support courses which specifically address student equity achievement gaps, student access, success, persistence and timely completion in meeting student objectives of certificates, degrees, transfer and employment.

Embedded Tutor Request Form

Instructor: Please complete and submit a copy of this page to one of the following:

Joseph Martinez

martinezjoseph@smccd.edu
Learning Center Coordinator
Bldg. 10, Room 220
(650) 574-6570

Lena Feinman

feinmanl@smccd.edu
Math Faculty
Bldg. 15 , Room 134
(650) 574-6528

Elinor Westfold

westfolde@smccd.edu
ESL Faculty
Bldg.15 , Room 175
(650) 574-6381

A form must be completed every semester for every course seeking embedded tutor support.

We (instructor & embedded tutor) certify that we have read and discussed the information regarding Embedded Tutoring requirements and expectations. We agree to work cooperatively with each other and to fulfill our roles as instructor and tutor.

Instructor Name (Print):

Signature:

Date:

Embedded Tutor Name (Print):

Signature:

Date:

Course Title:

CRN #:

Semester/Year

Requests are approved based on need, availability, and funding that address the goals of the Student Equity Plan.

Please explain how you will utilize the above named tutor in your course

Example: Ines will assist students with lab activities in my course 3 hours a week, helping students with experiments and collecting & analyzing data. I will ask Ines to work with students that I have identified as needing added support. For struggling first time college students, I will ask Ines to work with students one-on-one with individualized tutoring. Sara will spend 3 hours a week supporting students with study skills and course material with a variety of activities in the lecture portion of my course. On occasion, Sara may hold additional paid review session at the Learning Center (or other campus space) prior to exams pending coordinator approval and available funding.