



Division: Library and Learning Resources
Course name: TUTOR 001T Supervised Learning Assistance
Semester: Fall 2015 / **Sections:** 8950-8958, 8960-8964, 8966-8972

Instructor Name: Ken Lin
Class Hours: TBA

School Website: www.wlac.edu
Address: 9000 Overland Ave., Culver City, CA 90230
Location: HLRC 1st floor, 2nd floor and Online

Office Hours: Wednesday 12-2pm
Most hours Library is open
Asynchronous for online

Instructor E-mail: link@wlac.edu
Location: HLRC 318

Welcome

The skills you learn here will help you succeed both in and out of class. However, your education is ultimately YOUR responsibility. YOU determine your level of success. Successful college students are self-motivated. Successful college students understand the importance of studying the material, coming to class prepared and practicing skills learned. YOU CAN DO IT and I'm here to help. ☺

Course Description:

No-cost academic help in a variety of subject matters. Students work one-on-one or in small groups with tutor-coaches. All tutoring/learning assistance/academic coaching is FREE to West students.

Required Texts

Required to have textbook, syllabus, homework or other required material for class student wishes to receive tutoring in.

Required Materials

- paper
- #2 pencils, blue or black pens, and highlighters

Course Objectives:

Objectives will vary by course

- The tutee will identify and demonstrate individualized goals in the designated subject area
- The tutee will practice skills in his/her designated subject matter to improve critical/creative thinking skills
- The tutee will learn and practice better study skills

- The tutee will demonstrate progress in his/her ability to work independently and achieve an improved functional level of independent performance in the designated subject area
- The tutee will demonstrate progress in his/her ability to work collaboratively with the goal of improved performance in the designated subject area

Information Competency:

The tutee will develop skills to use information effectively to accomplish a specific purpose, assess the needed information effectively and efficiently, read for comprehension in order to evaluate material, and incorporate selected information into his or her knowledge base.

Student Learning Outcomes (SLO)

- **Students being tutored will demonstrated improved performance in tutored subject**

Course Requirements and assignment guidelines

Content, frequency, and duration of tutoring sessions will depend on individual tutee's needs

Groups of students will be tutored together whenever schedules permit. Tutoring will take place during the entire semester. However, individual students will receive tutoring as their needs dictate

Tutoring will focus on interpretation, practice, and comprehension of academic material

Grading

No grade or credit will be received for this course

Class Policies

Cell Phones, iPods, etc.

Turn them off and put them away when in the HLRC! Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod, for a little over an hour. Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions. **You will be asked to leave if this occurs.**

“Netiquette” and “Civilogue”

This semester, you will post weekly responses to the class blog on various topics related to the class and the world around us. The term “netiquette” is a combination of the words internet and etiquette. The term “civilogue” is a combination of the words civil and dialogue. Both terms, as well as the words used to create them, are essential to the class. You may not agree with the views and opinions expressed by your peers, but you don’t have the right to be disrespectful. Personal attacks, profanity, vulgarity and comments that are not productive additions to the conversation will be deleted and you will not receive credit for the assignment.

College Policies:

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

Campus Resources

As stated earlier in this syllabus, **if you are having problems, don't let them snowball.** Come and talk with me and check out some of the campus resources available to you.

Office of Disabled Student Programs and Services (DSP&S)

Heldman Learning Resources Center (HLRC), Room 119 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

Learning Resource Center & Tutoring

Heldman Learning Resources Center (HLRC) | (310) 287-4404

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Resource Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

Library Services

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4408

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).