
WINTER TUTOR TRAINING 2023

Learning Support Department



Tuesday, January 3, 2022

9:00am-2:00pm

Wednesday, January 4, 2022

9:00am-2:00pm

Thursday, January 5, 2022

9:00am-2:00pm

Friday, January 6, 2022

9:00am-2:00pm

Tuesday, January 3, 2022

9:00am.....Welcome
9:20am-10:05am.....Concurrent Session 1
10:05am-10:50am.....Concurrent Session 2
10:50am-11:35am.....Concurrent Session 3
11:35am-12:20pm.....Concurrent Session 4
12:20pm-12:50pm.....Lunch Break
12:50pm-1:35pm.....Concurrent Session 5
1:35pm-2:00pm.....Closing

Wednesday, January 4, 2022

9:00am.....Welcome
9:20am-10:05am.....Concurrent Session 1
10:05am-10:50am.....Concurrent Session 2
10:50am-11:35am.....Concurrent Session 3
11:35am-12:20pm.....Concurrent Session 4
12:20pm-12:50pm.....Lunch Break
12:50pm-1:35pm.....Concurrent Session 5
1:35pm-2:00pm.....Closing

Thursday, January 5, 2022

9:00am.....Welcome
9:20am-10:05am.....Concurrent Session 1
10:05am-10:50am.....Concurrent Session 2
10:50am-11:35am.....Concurrent Session 3
11:35am-12:20pm.....Concurrent Session 4
12:20pm-12:50pm.....Lunch Break
12:50pm-1:35pm.....Concurrent Session 5
1:35pm-2:00pm.....Closing

Friday, January 6, 2022

9:00am.....Welcome
9:20am-10:05am.....Rotating Sessions 1
10:05am-10:50am.....Rotating Sessions 2
10:50am-11:35am.....Concurrent Session 3
11:35am-12:20pm.....Concurrent Session 4
12:20pm-12:50pm.....Lunch Break
12:50pm-1:35pm.....Rotating Sessions 5
1:35pm-2:00pm.....Closing

Tuesday

Defining Tutoring and Responsibilities of a Tutor

Rosalio Marin, Learning Support Services Specialist

In this session, we will go over the different responsibilities of a tutor, what a tutor is, and how we can center around tutoring. We will be learning different skills and we will have discussions as well.

Communication Skills

Zuri Malagon, Lead Tutor

The 7 Cs of effective communication are clear, correct, complete, concrete, concise, coherent, and courteous which will assist you in achieving your goal. To conclude, the most important communication barriers are physical, as well as language and hearing.

English Tutoring Methodology

Lesley Gomez-Gonzalez, Lead Tutor

During this presentation, we will be going over English tutoring methodology. Methodology is a system of practices and procedures that a teacher uses to teach. It will be based on beliefs about the nature of language, and how it is learnt (known as 'Approach').

Effective Embedded Tutoring

Paulina Alvarez, Lead Tutor

What is its main goal? How has it changed these past few years? This workshop will go into depth as to how ETP was developed and what we can do to make sure it continues to develop with student success as its top priority.

Referral Skills

Javier Melara, Lead Tutor

As tutors, there are many times when students need to be referred to the different services that Imperial Valley College provides. As workers of this institution, it is important to be knowledgeable and aware of the different places that students can go to get the best help that they can receive. In this session, we will learn about the different services and their locations.

Wednesday

Study Skills Survival Kit/Changing Study Behaviors

Rosalio Marin

Oftentimes, students who come to tutoring solely need to change their study behaviors in order to better their performance, as tutors, we sometimes need that as well. We will be going over different skills that we need in order to perform well. We will also be going over how to change our study habits and behaviors towards studying.

STARFISH Notes

Leslie Chavez

STARFISH is one of our main programs that we as tutors need to use. It is important to know how to make quality notes when recording our appointments. Notes have been required with a purpose, during this session, we will discuss their importance and analyze how we can make noteworthy notes.

Use of Probing Questions

Abraham Alvarez

In this presentation we will be analyzing the benefits of using probing questions. It is important to know how we can use probing questions in order to get students to participate and start thinking critically without giving them the answers.

Group Tutoring and Management

Zuri Malagon

Having to help more than 1 student at a time can be difficult, so how can we help groups of 5+ students at the same time? During this session, we will have a discussion on how to manage these groups and how we can be aware that everyone is getting the help they need when they come to our review sessions and more.

Teamwork and Collaboration

Javier Melara

As tutors, collaboration is a key factor to ensure success. The Learning Services strives to engage all students. In order to ensure that we are able to welcome IVC students, it is vital that we self-asses our collaboration skills, making sure that they're being put into practice. During this session, we will work together to test our teamwork skills.

Thursday

Compliance with Ethics and Philosophy/ Compliance with Plagiarism

Concerns

Rosalio Marin

The main goal of this training is to inform tutors about the importance of ethical standards of tutoring behavior. In the second part, the tutor will learn about plagiarism and its consequences. This module's purpose is for tutors to comply with tutoring center rules and guidelines to keep best practices.

Tutor Professionalism

Paulina Alvarez

From punctuality to effectively communicating with students and coworkers, this workshop will focus on tips and guidelines that will serve as reminders to ensure that the center continues to provide the utmost service and support to IVC students.

Counter Productive Tutoring Traits

Lesley Gomez-Gonzales

Sometimes while tutoring, we get the opposite effect of what we desired. During this session, we will be discussing different times and tutoring traits that many result in a counterproductive session, we will see how to avoid these and how to work around them.

What's Class Support?

Luis Sauza

Tutors will learn about the program that class support is a part of and how to log those hours into Tracker. Tutors will also be informed on what they should be doing during their class support hours and how to keep in touch with their professor. How to deal with big groups of students and how to deal with no students showing up will also be touched up on and the creation of proper class announcements.

5 Study Techniques

Leslie Chavez

During this presentation, we will have a discussion centered on 5 different study techniques that we may apply to our work and daily lives.

Friday- First Session 9:20am-10:05am

Distressed Students

Andrea Valadez

Emotional distress is very common amongst college students. This presentation will explore what emotional distress looks like in the college setting and will provide tutors with tools and techniques to better help their students (and themselves). On-campus resources, such as the Student Health Center, will also be discussed.

MLA and APA Basics

Luis Souza

MLA and APA are two of the most common styles in academic writing. Join us as we review these two writing styles and discuss the proper citation format for each style. It is important that tutors have a good and clear understanding of these formats as college requires our students to write under these conditions.

Safe Tutoring Sessions

Jorge Chavez Jr.

Our approach to tutoring starts with creating a secure environment. When studying, we want students to feel at home and accepted. We must be careful to avoid speaking down to those who lack information. It is crucial to treat every student as a multifaceted individual who is intelligent and capable.

Understating our ESL Population

Meredith Flores

IVC has one of the biggest ESL populations. It is important to understand how to assist these students and know to approach them. During this presentation, we will explore the different backgrounds that students come from and we discuss on how we can better assist students from the ESL population at IVC.

Friday- Second Session 10:05am-10:50am

Cultural Competence vs. Cultural Humility

Andrea Valadez

“Every man’s ability may be strengthened or increased by culture” -John Abbott. In this workshop, we will explore the definition of culture, discuss cultural competence and cultural humility, and engage in self-reflection activities. In addition, we will discuss considerations when working with students of different cultures.

Distressed Students

Hannah Clay

Emotional distress is very common amongst college students. This presentation will explore what emotional distress looks like in the college setting and will provide tutors with tools and techniques to better help their students (and themselves). On-campus resources, such as the Student Health Center, will also be discussed.

Constructive Criticism

Luis Sauza

Constructive criticism is an essential skill in the workplace because it allows tutors and the students to grow and build trust during tutoring sessions. The goal of the presentation is to inform and explain to tutors about the different approaches that can be taken when giving feedback to a student.

Productive Tutoring Sessions

Abraham Alvarez

During this training, we will be analyzing different points that will help a tutor learn or remember different ideas that will help a tutor conduct a good tutoring session. Things such as why it's recommended to not edit for the student, why it's important to ask questions and how to stay in topic.

Friday- Third and Fourth Sessions

Computer Programs

Rosalio Marin

As tutors, we need to use different computer programs and we all need a refresher on how to effectively use them. From STARFISH to Tracker, to Webstart and more, we all need to know how to use these.

Stress in the Workplace

Josue Verduzco

Like any other job, stress plays a big part in our work areas, we will have an open discussion on how we can improve on making that stress stay at work, how to better manage our stress and how to remind ourselves that we shouldn't take stress to our homes. We all need to prioritize different things, and we will talk about these things during this session.

Friday- Fifth Session 12:50pm-1:35pm

Cultural Competence vs. Cultural Humility

Andrea Valadez

“Every man’s ability may be strengthened or increased by culture” -John Abbott. In this workshop, we will explore the definition of culture, discuss cultural competence and cultural humility, and engage in self-reflection activities. In addition, we will discuss considerations when working with students of different cultures.

Essays are Math Formulas

Hannah Clay

Have you ever sat down to write an essay and felt the incredible weight of the assignment and were defeated before you ever started? This feeling can be debilitating and make it feel like such an impossible task. Today I am going to show you how English Essays are really just mathematic formulas.

Get to Know Your ETP Professor

Xavier Hendrix

Getting to know your professor is much more important than we realize. Our relationship with our ETP professor determines how well we are able to tutor our students. If we can achieve open, efficient, and friendly communication with our professors, we can show confidence to our students that they can succeed in a safe, productive learning environment.

Fulfilling our Mission

Melanie Sanchez

Our presentation will cover possible reasons why students may be hesitant to seek tutoring and strategies we can use to promote our services to students and professors. This presentation will equip us to use resources such as technology and relationships with past professors to show students that we are an approachable resource.

Thank you for attending!

Committed to Student Success



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