



# Central High School

## Peer Tutoring Syllabus

### TUTORING (1/2 unit, Gr. 11-12)

The intent of this course is to provide training and tutoring opportunities for A+ students. Students will gain skills in order to assist other students academically. During training, students will be introduced to a variety of academic tools for use throughout their tutoring experience – such as learning styles, listening skills, positive reinforcement, and organizational skills. Other topics discussed will include professionalism, appropriate attire, privacy issues, responsibilities, and dependability. Tutors can earn their 50 hours of supervised and documented tutoring in one semester in addition to required coursework. To enroll in this class, students must receive A+ Coordinator approval and meet the A+ requirements (2.5 non-weighted GPA, 95% attendance, and good citizenship.) Printed material is distributed to students in the form of a designed binder.

#### Statement of Purpose

In conjunction with the A+ Schools program, fifty hours of tutoring are required for financial assistance qualification. The Tutoring Class is designed to assist students who need a successful and positive experience at school. Peers coaching peers will concentrate on basic skills, academic assistance, and self-esteem.

#### OBJECTIVE:

Be an academic coach or mentor to earn tutoring hours for A+ qualification.

#### GOALS:

- Participate in self assessment.
- Understand learning styles.
- Learn roles and responsibilities of tutors.
- Develop communication and listening skills.
- Build Self-esteem.
- Improve organizational skills.
- Acquire strategies in reading and writing in order to assist others.
- Develop study techniques for self and to share with others.
- Display positive attitudes toward school.
- Display appropriate modeling including professionalism in all actions, statements, and attire.

#### PROCEDURES AND METHODOLOGIES:

The “Training Agenda” lists the components involved in the training followed by activities for that segment. Interspersed throughout the training are discussions and lessons on learning styles, right brain/left brain and the modality with which students use these to learn. Throughout the manual is a collection of all the handouts and forms which are used during the training.

#### Length of Course

Students will be assigned to this course as tutors for a period of one semester.

#### Participation Requirements

1. A+ Coordinator’s approval
2. Junior or senior status
3. Non-weighted GPA of at least 2.5 on a 4.0 scale
4. Cumulative attendance rate of 95%
5. Record of good citizenship as defined by the Central High School Handbook and the A+ Schools citizenship standard
6. Avoidance of alcohol or drugs
7. Declared career pathway
8. Signed A+ Schools Agreement and A+ Citizenship Guidelines
9. Signed Confidentiality Contract

10. Signed Tutoring Contract
11. Completed Peer Tutoring Placement Confirmation
12. **Completed 50 Hours of Tutoring**

### **Tutor Responsibilities**

1. Attend a five-hour orientation and training session.
2. Once approved, contact the site supervisor for initial meeting and signature.
3. Be prompt, courteous, professional, and helpful while performing the tutoring.
4. Get verification forms properly filled out and signed by the site supervisor and logged by the CHS supervisor.
5. Notify the site and CHS supervisor in event that the tutoring appointment cannot be kept.
6. Complete all assigned work including a journal, reflection questions, and a project.
7. Follow standard rules and regulations.
8. Take and pass the final.

### **Maintaining Student Tutor Eligibility**

1. Maintain a non-weighted 2.5 on a 4.0 scale while in the Tutoring program.
2. Be on time for all tutoring appointments and notify the supervisors in advance of any unavoidable absences.
3. Avoid absences.
4. Follow the site supervisor's general classroom rules and the school's dress code.
5. Maintain the A+ Citizenship standard.

### **Personnel**

**Tutors:** Students who have met the participation requirements for the Central High School A+ Schools' Program.

**Tutees:** Students at Central High School whose academic record indicates a need for assistance or students at participating elementary or middle schools.

**Supervisors:** Teachers assigned who will monitor the peer tutors/tutees and provide assistance as needed.

### **Class Policies and Procedures**

**Attendance:** Attendance and punctuality are essential for successful completion of this class. Poor attendance and punctuality may result in no credit for the class.

**Tardies:** Tutors must be on time to the designated areas.

**Confidentiality:** Tutors will be asked to sign a confidentiality contract regarding the tutee. Tutors should never discuss any information given by the tutee, parents, classroom teacher, or administrator. Such disclosure to others will be considered a breach of contract and may result in dismissal from the program.

**Disturbances and Disagreements:** Tutors or tutees will contact the supervising teacher immediately if there are any problems in the peer-coaching relationship.

**Grades/Credit:** Tutor's progress with the tutees will be evaluated by the supervisors and those individuals will be asked to return the evaluation sheets to the A+ Office, at Central. Tutors will receive an appropriate grade for completing all work, maintaining requirements, and completing the hours of tutoring. **Students are required to complete a minimum of 50 hours of tutoring in order to pass the class.**

**Homework / Required Work:** The tutor is required to submit the log sheets, reflection questions, and any other assigned work. Papers turned in after the due date will have late points deducted from the assignment.