

CHC Tutoring Center Overview

Tutoring Center (TC) Staff:

- **Jonathan Townsend**—Oversees TC programs, all writing, reading, and humanities tutoring programs and coordinates TC meetings.
- **Luis Mondragon**—Oversees all math and science tutoring and SLA program tutoring.
- **Karen Peterson**—Facilitates Left Lane Project activities and oversees tutor logistics (tutor certification, some scheduling, etc.) and the weekly tutoring program logistics.
- **Judy Cole**—Responsible for front desk operations, timesheets, and hiring paperwork.
- **Jonathan Maule, Lauren Henley, Brittany Miller, Kelsie LeReaux, and Michael Tesauro**—short-term hourly employees (professional tutors) that facilitate reading academic support services.
- **Tutor Leads**— these short-term hourly staff are what we call professional tutors and are hired to tutor individuals and groups, provide assistance with workshop design and implementation and supervision of tutors and the center in rare absence of full-time staff.
 - Jaime Sierra (writing)
 - David Wolf (writing)
 - Stephen Smith (writing)
 - Taran Rhodes (weekly)
 - Domingo Cuellar (math)
 - Jenna Hynes (science)
 - Nick Sandford (math/science)
- **Student tutors:** we have 50 student tutors employed (or volunteering) in the TC this semester.

Tutor Hiring

Tutors are hired typically twice a year: at the end of April for the fall term, and at the end of November for the spring term. Jonathan and Luis oversee the hiring, and Karen Peterson and the tutor leads sit in and help as well. The requirements for being a student tutor are to have an overall 3.0 GPA or higher, to have an A or a B in the subject(s) in which the student wishes to tutor, and to have a faculty recommendation. Faculty recommendations do not guarantee employment. Qualified tutors who can tutor more than one subject are desired.

Tutor Training

Our training program exceeds the guidelines set forth by the College Reading and Learning Association, a professional association that certifies tutor training programs. We offer a level 1 and level 2 professional tutoring certificate from CRLA through our program, and the requirements to earn the certificates are:

- A 4-hour orientation before each term

- Seven 2-hour trainings throughout each term, every other Friday from 2-4 pm
- Peer observation of another tutor each term
- Evaluation each term
- 50 hours of tutoring

All tutor training is paid and mandatory. Professional tutors have 14 training meetings per term.

Tutoring Center Services

1. Tutoring

- Walk-in tutoring
 - Writing, math, science (limited), languages (limited),
- One-time tutoring appointments
 - All disciplines except math
- Weekly tutoring appointments
 - All disciplines

All of these services can accommodate individuals or groups

2. Special Programs

- **Left Lane (math and writing):** This program is designed to help first-year students who place into a course below college level in English, reading, and math. The goal is to shorten the overall length of time to completion at CHC and increase course success rates among the cohort. The TC plays a major role in this program and facilitates all parts of the year-long program except student ed plans. The most substantial program elements are recruitment in spring, kickoff registration event in early July, two-week summer bridge program in late July, Check-in meetings in the fall, and the requirement that all LLP students spend 2 hours per week in the TC.
- **SLA (Math):** A pre-algebra workshop that is facilitated by a math tutor. The workshop is part of the Math 952 classes.
- **Reading Support:** Reading 980 faculty have requested a support service of 10 modularized tutor-supervised lessons to supplement their instruction. We created the lessons to align with the course outline objectives. This new method of offering reading support is in its first semester of implementation and will be assessed extensively at the end of this term and the academic year. We have professional tutors (short-term hourly) and student tutors tutoring in this area.

3. Workshops (specific subject topics)

- Writing
- Math
- Science

4. Computers and Printing—24 computers for writing, doing online homework, and research.