Academic Success and Tutoring Center (ASTC)

EMBEDDED TUTORING PROGRAM

Tutoring empowers individuals to become independent learners and critical thinkers. Tutors are academic coaches who provide a supportive environment for students to understand new or challenging material through the use of innovative learning and study strategies. This document is designed to maximize the effectiveness of embedded tutoring by having the tutor and instructor discuss goals and expectations. The document should be discussed by the instructor and tutor in its entirety at the beginning of the semester. If there are any questions, please contact the ASTC Coordinator.

What is Embedded Tutoring?

An embedded tutor works closely with the instructor for the duration of the course to help students understand course concepts and enhance student engagement. 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 a 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 hold study sessions for students outside of the designated class time. These sessions must take place in the ASTC. An embedded tutor may help facilitate small group exercises or discussions, assist in laboratory settings, or provide one-to-one tutoring. **NOTE:** All embedded tutors will enroll in or have passed TUTR 50 (Tutor Practicum). TUTR 50 will cover tutor pedagogy and techniques to effectively work as a tutor at Solano Community College.

Requirements to become Embedded Tutor

Requirements:
- ☐ Have an overall GPA of 3.0 or better.
- ☐ Have completed each subject requesting to tutor with an earned grade of B or better.
- ☐ Enrolled in a minimum of 6 Solano Community College units for the fall and/or spring semester.
- ☐ Attend mandatory orientations, training sessions, and staff meetings.
- ☐ Discuss the Embedded Tutoring Program and request form with the instructor and sign it.
- ☐ Complete the ASTC Tutor Application and Solano Community College hiring process.
- ☐ Given clearance to begin working by the ASTC Specialist or ASTC Coordinator.

Primary Goals of Embedded Tutoring

- To help students understand course concepts and enhance student engagement.
- To inspire students by having a class tutor who also acts as a guide and models academic behavior.

- To give students a chance for more individualized attention and feedback during class activities.
- To expose students to tutoring who may not seek it otherwise.
- To improve a student's self and academic efficacy.
- To improve retention, persistence, and student success.
- To support the growth of Solano tutors in their educational and professional goals and offer a rewarding experience that will allow them to build their interpersonal and leadership skills through mentorship by an experienced instructor.

Embedded Tutor's Responsibilities

Embedded Tutor will:

- Have compassion and be positive role model.
- Be patient and polite with students.
- Get to know the classroom culture well.
- Guide students, provide feedback, and answer questions during in-class hands-on practice.
- Help students understand materials, but not do the work for them.
- Sit in the periphery of the classroom (at the side or at the back) to have a good view of the room and be able to walk around to help students.
- Optimize classroom learning by working one-to-one and/or in small groups, including going over an assignment, reviewing a key lesson or skill, and preparing for exams.
- Take on an advocacy and intermediary role with students. A tutor's presence in the classroom enables students to better understand their instructor and the course concepts.
- Use "best practices" learned in tutor training, staff meetings, and from embedded instructor.
- Be proactive in communicating with the instructor regarding any questions and/or concerns.
- Follow the instructor's directions and promote the activities the instructor has planned.
- Remind the students that the embedded tutor is present to offer supplemental help, not be a replacement for the instructor or attending class.
- Adhere to the policies and procedures for a student worker at the ASTC and Solano Community College.
- An embedded tutor is an ambassador for the ASTC and encourages students to use the ASTC.
- Be responsible for timesheet accuracy and obtaining the embedded instructor's signature before turning in any timesheet to the ASTC Specialist. Embedded tutor timesheets will not be accepted without the instructor's signature. Embedded timesheets are due to the ASTC Specialist on the main campus by 5pm on the 19th of the month (dates and times subject to change).

Embedded Tutor will not:

- Explain new concepts the course instructor has not already introduced.
- Take on any teaching responsibilities.
- Lead the class without the instructor present.
- Assign grades, proctor quizzes or test, prepare lessons, enforce class management, or discipline policies.
- Sit idle or disengaged in the classroom or lab.

- Run errands or make copies.
- Meet with students outside of class time without prior approval by the ASTC coordinator and embedded instructor.
- Become a teaching assistant. A teaching assistant has a different role than an embedded tutor

Instructor's Responsibilities

- Embedded tutors cannot start working until the instructor and tutor receive an employment verification email from the ASTC Specialist or ASTC Coordinator.
- Help the tutor feel welcomed, informed, and prepared for the course.
- Explain how you want the tutor to interact with your students.
- Provide the tutor with a copy of the course syllabus and other necessary materials to ensure the tutor is informed and equipped for success.
- Promote a togetherness concept about the instructor/tutor team working to support students.
- Take on the role of a pedagogical and subject matter mentor.
- Work together and make adjustments throughout the semester to best take advantage of the tutor's skills.
- Ensure the embedded tutor is engaged with the class, productive, and not merely sitting and listening to a lecture.
- It is important to consider how the tutor will be engaged in class during each individual class meeting, and design class activities that include active tutor participation.
- Maximize use of the tutor during the **8 hours** a week (per CRN) an embedded tutor can work.
- Only one embedded tutor will be assigned per CRN.
- Embedded tutor cannot hold study sessions outside of the class times and meetings, without prior arrangement with the ASTC coordinator. However, at any time of the semester, the instructor can contact the ASTC coordinator to arrange time to have the embedded tutor hold additional paid hours in the ASTC on a case by case basis.
- Verify the accuracy of the embedded tutor's timesheet with your signature before the embedded tutor submits the timesheet to the ASTC. Timesheets will not be accepted without the instructor's signature. (Embedded tutors are responsible to submit timesheets, which are due to the ASTC Specialist on the main campus by 5pm on 19th of the month [dates and times subject to change]).

*Note to Instructors: Embedded tutoring is funded through Basic Skills, Student Equity, and other Student Support and Success resources. In order to stay in compliance with the funding parameters of these revenue streams, 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 as well as courses which established academic and/or social pathways.

*adopted language from the Solano Community College 2017-2019 Integrated Plan to address student success and equity goals.

Embedded Tutor Request Form

Instructor: Please complete and submit a copy of this page to:
Lauren Taylor-Hill
Lauren.Taylor@solano.edu
ASTC Coordinator
Academic Success & Tutoring Center,
ASTC (inside the library), Building 100, Main Campus
707.864.7000 ext. 7230

We (instructor and tutor) certify that we have read and discussed the information contained in this embedded tutoring document. We agree to work cooperatively with each other and to fulfill our respective roles as instructor and tutor.

Instructor Name (print):   Signature: Date:

Embedded Tutor Name (print):   Signature: Date:

Course Title: CRN:

Campus/Center: Room Number(s):

Requests are approved based on need, availability, and funding that address the goals of the Student Success and Equity Plan. Since an embedded tutor can work up to eight (8) hours a week per course for the duration of the semester, please explain how you will utilize the above named tutor in your course.

Example: Sara will support students with lab activities in my course 5 hours a week, helping students with experiments, collecting and analyzing data. However, I will direct Sara to work with students that I have identified as needing added support. For struggling first time college students, I will guide Sara to work with students one-to-one with individualized tutoring. Sara will spend 3 hours a week supporting students who are wrestling to understand course material with a variety of activities in the lecture portion of my course. On occasion, I may request Sara hold additional paid study sessions in the ASTC prior to exams.