

Instructions for Content Area Assignment

Tutor Certification Level 1

1. Interview three instructors (two of which must be full time) who teach in the content area that you were hired to tutor.
 - a. If you are tutoring math, you need to select a full-time instructor from the math department (above 1000 level courses) and one full-time instructor from the developmental math department (below 1000 level courses.) The third instructor may be full time or part-time from either department.
 - b. If you are a writing tutor, your Writing Center training will suffice for this assignment. Have Clint Gardner sign and date your Tutor Certification Checklist for this assignment.
 - c. If you are/have been hired to tutor in two or more subject areas, you will need only select instructors from one area.
2. Each interview should last at least 30 min.
3. You should send a copy of the suggested questions (page two of this document) to the instructor before your scheduled interview so they will have time to consider their answers and offer additional information. These questions are suggestions and you should formulate one or two additional questions appropriate for your content area.
4. You should seek to discover what the instructor sees are the key issues when working with students from the classes they teach. Ask for specific tips on how to explain difficult concepts.
5. When you have interviewed all three instructors, use your notes to compile a “how to” or “tip” sheet in a format that would be easily shared with other tutors. Remember to cite the three instructors that you interviewed.

NOTE: Spelling, grammar, and acceptable academic form and style will be expected in the production of your final work. If you have any questions or concerns about constructing an acceptable paper, please schedule an appointment with a writing tutor in the Writing Center (AD218) or in the Learning Center at campuses other than Redwood Road.
6. When the assignment is completed, schedule a time to meet with Gary Campbell and review the experience. You can contact him in the Redwood Road Learning Center in the garden level of the Markosian Library, Call him at 957-4424, or email him at: gary.campbell@slcc.edu

Questions to Discuss in Content Area Interview

1. What are the important study skills a tutor should monitor and discuss with students in your subject area?
2. What are the two or three most common challenges students seem to have in the courses you teach and what suggestions do you have for tutors that they can use to help students overcome these challenges?
3. What concerns or suggestions do you have for the tutoring process in general for the subject area you teach in?
4. Tutor: insert your own questions here. When you prepare this form, allow enough room for you to take notes on the responses from the instructor you will be interviewing. Close your interview by asking the instructor if there is any information they would like to give that you have not asked them about.

Remember to prepare a list of the questions to give to the instructor prior to your meeting so he/she will have time to consider their answers before you arrive.