

WELCOME TO THE STUDENT SUCCESS CENTER – Spring 2021

Class: Tut 050N (Supervised Tutoring CRN 22051)

Instructor/Coordinator: Jaki Kamphuis

Email: jkamphuis@occ.cccd.edu

Phone: 714-432-5559 (not available by phone during closure due to COVID-19)

Office Hours: By appointment

Course Description

This noncredit course provides supervised peer tutoring in academic courses for students who want assistance with course content and/or study skills. This is an open entry/open exit course. Offered on a not graded basis only. Not Transferable. Not degree applicable. Students receiving tutorial services must enroll in Tutoring 050 – Supervised Tutoring. This is a non-credit, free course. It will not show up on students' transcripts.

Fall Hours

Monday-Thursday	10am – 7pm ONLINE TUTORING
Friday	10am – 2pm ONLINE TUTORING,
Saturday	11am – 3pm ONLINE TUTORING,
Sundays	Closed

Please check schedules for tutor available for your specific class.

Policies and Procedures

- All students must be registered in Tut 050N to receive tutoring. Once enrolled, students can request a tutoring session by logging in to Canvas and selecting the Tut 050 course. Click on the Virtual Front Desk link to be request a tutoring session.
- Students must be enrolled in the class at OCC for which they want tutoring. We do not provide tutoring for classes taken at other colleges. We do not provide tutoring for placement tests, personal statements, etc.
- Students can only be signed in if there is a tutor available for the class in which they need help. Math and English tutors are available all open hours. Check the drop-in schedule for the availability of other tutors.
- Faculty and Staff may briefly join your Zoom session with a tutor as they are required to monitor sessions.
- Rude, inconsiderate behavior/language toward staff or other students will not be tolerated.

Services Offered: Drop-In Tutoring, Scheduled Appointments, and Workshops. For a complete listing of services and the days/times they are offered check the [Student Success Center website](#). Services may be limited during the Summer Session.

For Students Receiving Extra Credit: Instructors who require tutoring or give extra credit for tutoring will receive an attendance report at the end of the semester. We do not give attendance reports to individual students.

Student Learning Outcomes

Students will be able to demonstrate independent learning, practice effective study skills, and use appropriate learning resources such as handbooks and dictionaries.

Who are my tutors?

SSC Tutors must meet academic criteria, be recommended by their instructors and complete a tutor training course. Our staff of tutors is a diverse group of OCC students, former OCC students who are now at local universities, and graduates with bachelors' or masters' degrees.

Please come prepared in order to maximize your time spent with the tutor.

- have your book, syllabus, lecture notes, and study materials available
- have questions ready to ask the tutor
- come ready to work

Tutors Will:

- help you understand the material
- help with study skills such as test prep, note taking, and time management
- encourage and support your efforts to learn

Tutors Will Not:

- do your homework for you
- just give you the answers
- correct/edit papers
- help with personal statements or take-home quizzes/exams

Policy Regarding Video Recordings: Students are not authorized to record audio/video tutoring sessions with any electronic device or phone.

College Success Series: A variety of topics are offered on a weekly basis throughout the semester. Workshop topics include time management, note taking, motivation, test taking and more. Check our website for more information.

Individual appointments with a tutor for these topics are also available.

BRAINFUSE Online Tutoring: Free online tutoring is now available through BrainFuse when the Success Center is closed. Go to your TUT 050 Canvas page and click on the BrainFuse link. You can receive up to 9 hours a month of online tutoring.

www.orangecoastcollege.edu/successctr