Division of Student Engagement's Tutorial Lab
Coahoma Community College

<u>Purpose</u>

The Division of Student Engagement's Tutorial Lab has been established to assist students in becoming proficient and confident with fundamental skills as they relate to Art, Business, Computer Information, Education, English, Foreign Language, Health, Math, Physical Education, Psychology, Science, Social Science, Speech, Test Taking, Note Taking, and Studying.

<u>Program Description</u>

The Division of Student Engagement's Tutorial Lab is designed to facilitate the student's learning by offering one-on-one tutoring and academic support to students in an informal setting. Students needing tutoring are referred by their instructors. However, students can request tutoring services without an instructor's referral.

<u>Goals</u>

- To provide one-on-one tutoring to students with academic deficiencies.
- To facilitate the student's adaptation to the college environment and rigorous work load.
- To support the faculty in their effort to provide quality education to a diverse student population.
- To increase the student's interest and involvement in his/her course work.
- To increase the student's ability to successfully complete course work.
- To encourage student independence and competence.

<u>Scheduling Procedure</u>

- Step 1
  - The student meets with the Tutorial Lab coordinator in the Tutorial Lab.
  - The student provides a copy of his/her class schedule to the Tutorial Lab Facilitator.
  - The Tutorial Lab coordinator evaluates the needs of the student.
  - The Tutorial Lab coordinator assists the student in setting his/her goals.
  - The Tutorial Lab coordinator develops a plan of action based on the needs of the student.

- Step 2
  - The student reports to all tutorial sessions at the designated location and the assigned time.

Role of the Tutor
- o The tutor is supportive, empathetic, and encouraging.
- o The tutor respects the confidentiality of the tutorial sessions.
- o The tutor assists the student with the subject being tutored.
- o The tutor assists the student with ways to enhance his/her study habits, note taking skills, and time management skills.
- o The tutor assists the student in developing problem-solving skills.

*Note:
- ▶ Tutors are not permitted to take tests for students nor complete homework assignments for students.
- ▶ Students are required to contact the Tutorial Lab Coordinator at least 24 hours in advance if it is impossible to attend a scheduled tutorial session.

For further information, please contact: Chaundra Thomas, Coordinator of Tutorial Services, at (662) 621-4825 or email   @coahomacc.edu

Office Hours:
- • Monday: 9:00 AM – 5:00 PM
- • Tuesday: 9:00 AM – 5:00 PM
- • Wednesday: 9:00 AM – 5:00 PM
- • Thursday: 11:00 AM – 7:00 PM
- • Friday: 9:00 AM – 5:00 PM

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Taneshia T. Turner, as Director of Employee Services/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: tyoung@coahomacc.edu.

Student Engagement's Tutorial Lab
Coahoma Community College

Student Contract

Please print all information in ink (blue or black)

Name: _____ Student I.D. Number _____ Date: ___/___/___

Home Telephone: _____ Alt. Telephone _____

Email Address: _____

List the subject(s) you need to be tutored _____

What is your major? _____

Are you an athlete, band member, or choir member? Please circle all that applies to you.

Athlete   Band Member   Choir Member

....

I agree to fulfill the following responsibilities during the duration of this contract:
1. **Work with the tutor to make sure that he or she understands my concerns.**
2. **Attend all scheduled sessions.**
3. **Attend all sessions on time.**
4. **Contact the tutor or Tutoring Office <u>at least 24 hours</u> in advance if it is impossible to attend a scheduled session.**
5. **Come prepared to all tutoring sessions.**
   a. **Attempt all teacher and tutor assigned work to the best of my ability.**
   b. **Accept responsibility for my learning.**
6. **Recognize that the "Tutor cannot perform miracles".**

I understand that the tutor has similar responsibilities and that my tutoring information may be reported to my instructor and administrative personnel.

Please place an "X" in the boxes below to indicate your classes, work, and extracurricular activities.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00					
10:00					
11:00					
12:00					
1:00					
2:00					
3:00					
4:00					

_____   _____   _____
Student's Signature   Tutor Signature   Date