Greetings, new and returning tutors!

We at Tutoring Services wish you an exciting and successful spring 2016 semester here at ISU!

In addition to welcoming you all, we ask that you extend a welcome to the new Program Coordinator for Tutoring Services, Rebecca Nation! Below is a message from Rebecca so that you can learn more about her. There is also a photo included so that you can put a face to the name!

Hello, tutors! I am happy to introduce myself as the new Program Coordinator for Tutoring Services. My name is Rebecca Nation and I started about a month ago. Some returners may recognize my name, though. I completed my master’s degree in Higher Education, Student Affairs here at Iowa State and had an assistantship working at the Academic Success Center with the tutoring program. I also did my undergraduate work here and double majored in Linguistics and International Studies. I have had experience with academic advising, overseeing student living, and I was even a tutor myself! I’m very passionate about student success and I’m excited to work with you this semester. Without your leadership and ability to help others learn, we couldn’t do the work that we do.

Feel free to stop by, call, or email me at:
1300E Hixson-Lied Student Success Center (515) 294-4002 rgnation@iastate.edu

I have three sisters and between us all, we’ll have 6 degrees from ISU. We are true Cyclone fans! (I’m on the far left)
Important things to keep in mind:

- Record attendance immediately after your tutoring session(s) have taken place
  - There are 3 options that show up when marking tutees’ attendance
    - **Present:** The tutee showed up for the session. A student who showed up late should be marked as present at the session. We cannot charge tutees in increments if they did not attend the full hour. Tutee is charged $4. Tutor is paid $9.50 per session.
    - **Excused:** The tutee let you know they would not be able to attend the session in advance. Be sure to discuss with the group how far in advance you need to know that they will not be attending. Tutee is charged $0. *If all tutees are excused, tutor is paid $0 and the session should be canceled.*
    - **No Show:** The tutee failed to contact you in advance or did not notify you about missing the session. Tutee is charged $4. *If no tutees attend, tutor is paid $4.50.*
    - **Admin Excused:** This option is only available to the tutoring staff. This is used if a tutee has an extenuating circumstance or an academic commitment (make-up exam, professional conference, lab commitment, etc.) preventing them from attending the tutoring session. Please email the tutoring staff (tutorsrv@iastate.edu) as soon as possible to get this marked.

- If you need to cancel a session, include the reason why in the description box on your tutor profile
- Looking to add more tutoring hours? Great! Below are some of our high demand courses. If you have completed any of the courses listed below, received a grade of “B” or higher, and would feel confident facilitating the learning of students currently taking the course, feel free to add the course to your profile
  - BBMB 221, 301, 316
  - CHEM 332
  - EM 274, 324, 345
  - FIN 301
  - KIN 335
  - ME 332
  - MATH 265, 267
  - PHYS 112, 115, 221, 222
  - STAT 231, 305

**QUICK ADVICE:**

Perhaps you have seen some of your courses listed as having unmet needs. If you are trying to get more hours with us, but are wondering why you might not be getting groups, perhaps the only thing standing between you getting or not getting a group could be your availability! If getting more hours is a desire of yours, stretch out your possible available times and you might be the tutor who is called on when new students are requesting tutoring!
TUTORING TIPS:

- Remember, tutors should never do homework or any other assignments that will be submitted for a grade with or for tutees.
- Practice similar questions or problems that are related to the homework instead.
- Engage your tutees’ current knowledge base using active learning techniques (located on Blackboard and provided in the tutor orientation packet).
- Instead of asking if your tutees understand the material, ask them to demonstrate their knowledge by explaining a concept to you or solving a problem on the board.
- Offer words of affirmation when you notice tutees are doing well.
- Stay in communication with your tutees concerning what they hope to gain out of the session(s). Go in with a plan if they are not sure what they need to focus on, but also be flexible/willing to adjust your agenda in case their needs change.
- Consider starting a Google Document to share with students in your tutoring group. This shared file can be used by tutees to add questions and other ideas that they would like to cover in the next sessions.

UPCOMING WORKSHOPS

TUTOR TOOLBOX Friday, February 5 | 1:10-2:00 PM (0060 Hixson-Lied)
This workshop will help you fine-tune some must-needed, but often forgotten skills. These “tools” will make you a well-rounded facilitator as you hold sessions with students from various backgrounds.

PEER-TO-PEER/LEARNING STRATEGIES Friday, February 12 | 12:10-1:00 PM (0060 Hixson-Lied)
This workshop is designed to facilitate the incorporation of active learning, peer-to-peer techniques, and effective questioning, which promote student learning and engagement, into a tutoring session.

ACTIVE LISTENING Thursday, February 18 | 7:10-8:00 PM (0060 Hixson-Lied)
Tutors will walk away with enhanced listening skills to better meet the needs of their tutees. Additionally, tutors will understand why active listening is necessary for the tutees’ learning and motivation.

LEADERSHIP DEVELOPMENT Thursday, February 25 | 5:10-6:00 PM (0060 Hixson-Lied)
This workshop will help you build your resume and market your tutoring experiences and the skills you developed as a tutor, such as communication, organization, professionalism, group facilitation, and leadership.

***Remember that you can also attend the Academic Coaching Workshops as well! (http://www.asc.dso.iastate.edu/coaching/workshop)

Online Training Videos: If you cannot attend in-person workshops, there are online training videos available. Visit: https://www.tutorlingo.org/iastate to view the videos. Email your certificate (this will be at the end of the online video) to tutorga2@iastate.edu to get paid for your training! You can get paid for up to 2 hours of development per semester (Either 1 face-to-face workshop + 2 videos, or 2 face-to-face workshops).

For a quick and fresh snack in your residence hall, dining hall, or apartment, top your toast with any variety of salad bar ingredients, aka bruschetta. The options are endless.
RESOURCES AND WHERE TO POINT STUDENTS

Here is a list of courses currently offering Supplemental Instruction sessions. If you feel like you or your tutees might benefit from going from time to time, check them out! The schedule can be found on the ASC website: https://apps-dso.sws.iastate.edu/si/

- ACCT 215 & 284
- AN S 214
- BIOL 101, 155, 211, 212, 256, & 313
- CHE 160 & 210
- CHEM 163, 167, 177, 178, 231, 331, 332
- ECON 101
- ENGR 160
- FS BN 167
- MATH 151, 160, 165, 166, 265, & 267
- PHYS 111, 221, & 222
- PSYCH 101
- STAT 226

For a list of Help rooms on campus for specific courses, follow this link: http://www.asc.dso.iastate.edu/resources/studyloc.html

Keep this handy if your tutees are asking for more help beyond tutoring

FEBRUARY RECIPE – DINING HALL BRUSCHETTA

Total Time: 5 minutes

Ingredients:
- 2 pieces sliced baguette, lightly toasted
- 4 tomato wedges from salad bar, roughly chopped
- 4 slices red onion from salad bar, roughly chopped
- 1 spoonful balsamic vinegar
- 2-3 spoonfuls olive oil
- Salt and pepper to taste

Directions:
1. Combine tomatoes and onion in bowl.
2. Whisk balsamic vinegar and olive oil in separate bowl with fork.
3. Toss together vegetables and dressing.
4. Spoon bruschetta mixture onto toasted bread.

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Feel free to e-mail us with any questions, suggestions, recipes, or article ideas at tutorga2@iastate.edu