

Guidelines for ESL Tutors in the Computer Lab/ Learning Resource Center (LRC) (2009)

Why we are tutoring in the lab

The Texas Higher Education Coordinating Board defines a lab as any guided instruction or practice outside of class time. Guided instruction means that there should be a subject matter expert available to assist the student who has questions.

Scheduling and Pay

If you have time and are interested in tutoring, you can let Jan Anderson know, and she will work out a schedule for you. ESL has permission from Don Mikles to use an 80 hour course to pay one or more people for one semester. If several people want to tutor, those hours will be allocated to different tutors. The tutor positions pay \$20 an hour. You must keep a timesheet and submit it to Soraya on the fourth Wednesday (some exceptions around holidays) of each month. This gives Soraya time to type the contract, obtain your signature, and submit tutoring timesheets. Time sheet submission dates for 2009 are listed below:

July 22
August 26
September 23
October 21
November 18
No lab tutoring in December

Procedures

1. When you work as a lab tutor, go to the back office in the LRC and pick up a sign for your table and a sign-in sheet for students. Place the sign and sign-in sheet on one of the tables designated for tutoring. If the tables are taken, ask Bill Randazzo, or if he is unavailable, other lab personnel to suggest a place for you to tutor. When you finish your tutoring, return the sign and the sign-up sheet to the back room. Soraya will collect the sign-in sheets each week.
2. Students will enter the lab through Room 8 and sign in. Should they have a question about something while in the computer lab, they will enter the LRC from the computer lab. They will not sign out of the computer lab, and they will not be allowed to leave the LRC. Their seat in the lab will be saved for them. When they have finished receiving help, they will return to the lab and continue their work. They will sign out when they are ready to leave.
3. If a student takes more than 15 minutes with you and others are waiting to see you, please ask the student who needs more time to make an appointment with Bill Alexander and return for a longer appointment. His contact numbers are 526-1344 or 699-0429. If no other students are waiting, continue to work with the student as long as is needed and as long as there is room in the lab. If you notice that there is a line of students waiting to get into the lab to complete their mandatory lab

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hour deadline, we do not want to tie up a “saved seat” for more than 15 minutes. Remember that developmental students also use the lab as mandated by their curriculum.

4. Students who have an appointment with Bill Alexander will enter through Room 8, sign in the computer lab, and proceed to their appointment with Mr. Alexander. When they are finished, they will go back into the computer lab and sign out before they leave. If they do not follow this procedure, their time will not be logged in, and it will not be included on the computer run. This means that they will NOT get lab credit for tutoring.
5. Any other approved activity for lab credit, such as *Project Pass*, *Second Tuesday*, or *Conversation Café*, will require the student to obtain an orange lab sheet from their teacher (located in the instructor mailbox area), obtain the signature of the tutor or activity coordinator, and return it to the instructor of the course where the lab credit is to be applied. Remember that all activities logged on the orange lab sheet must be approved by Jan Anderson and must be logged on the Alternative Lab Sheet and submitted with grades at the end of the semester.