

ASC TUTOR CLASS VISITS

What's the point of class visits?

- * **Represent the ASC** – You work for the ASC for a reason, and part of that reason is because you embody the characteristics of a successful student.
- * **Promote ASC services** —tutoring, group review sessions, study space, computer lab, etc.
- * **Share ASC philosophies** —We don't give the answers; we help you learn how to ask the right questions.
- * **Convince students** – Show both those who don't think they need help as well as those too shy to ask that they will benefit from working with us.
- * **Brag about ASC successes** — For example: nearly 3000 hours of tutoring in 2014-2015; close to 15% of the students on the Dean's List came for tutoring.
- * **Promote yourself** — If you don't have many appointments, this is a chance to promote yourself as a tutor.

Who am I talking to?

- * You are speaking to the students, who are all potential clients.
- * You are speaking to the instructor. If you do your job well, the instructor will continue to advocate for and publicize the ASC in the classroom as well as across campus.
- * You are also speaking to those students who might be interested in working for the ASC.

Where do I go for my class visit?

- * Most visits take place in the classes. The "Class Visit Request Form" will be used to collect relevant info (class, date, time, room number, etc.), information which will be shared with you.
- * Instructors can also coordinate a class visit and tour of the ASC itself.

When can I do class visits?

- * Class visits or tours must first be scheduled with the instructor; ASC staff and tutor cohort leaders will help coordinate this.
- * Any class visits or tours must also be previously approved by the ASC Director or Assistant Director and scheduled on WCOonline.
- * You may conduct class visits or tours any time you are available.

Tutor Class Visit Process

Request is received via Class Visit Request Form.

1. Notification is sent to the Tutor Cohort Leader that corresponds to the subject requested. Assistant Director and Department Administrative Assistant also receive notification of request.
2. Tutor Cohort Leader will let Department Administrative Assistant know which tutor has been assigned to visit the class.
3. If Department Administrative Assistant has not heard from the Tutor Cohort Leader, 48 hours after the request has been received, Department Administrative Assistant will send out an email to the specific cohort asking for volunteers to present.
4. Department Administrative Assistant will coordinate with the faculty member, confirming presentation day and time.
5. If the request is made directly with Tutor Cohort Leader or Tutor, the respective tutor will be responsible for filling out and submitting the Faculty Request for Class Visit form, entering their name as the requested tutor.
6. Department Administrative Assistant will record requests / visits in excel sheet located on LEC drive.

ASC TUTOR CLASS VISIT “SCRIPT”

- Hi, my name is _____ and I’m a _____ tutor, studying _____. I’m here to talk to you about the Academic Success Center.
- Before we begin, by a show of hands, who has been tutored in the ASC?
- Today, I’m going to briefly share with you the services that the ASC offers, our tutoring philosophies, and how to make an appointment with a tutor.
- The ASC offers one-to-one and group tutoring in a wide range of subjects, exam review sessions, and peer academic coaching, technology support in our computer labs, etc.
- Our philosophies at the ASC are that:
 - We are here to help students become better learners; we help you learn to ask the kinds of questions that will empower you to learn more effectively and independently.
 - We offer a safe space to ask questions, ask for clarification, make mistakes, etc.
 - We don’t do the work for you, but we’re happy to work with you and support you as you learn.
 - The ASC is a great way to engage with your coursework, even (especially) those courses that you aren’t excited about.
- To book an appointment with the ASC:
 - Book your own appointment online. (A link can be found on the ASC’s home page.)
 - If you need help setting up your account, you can call 909-448-4342 or stop by the ASC on the second floor of the Campus Center (the big glass building) through the double doors at the top of the stairs
 - We’re open seven days a week (with special hours during finals week!!!).
 - Our website is a great resource for information. You can access it by going to the ULV website under the tab labeled “Current Students” there’s a link under “Academics” that says “Academic Success Center.”
- I would like to leave you with one last valuable piece of information: you already pay for it in your tuition, so you might as well use it.
- Does anyone have any questions?
- Thank you all for your time and I hope to see you in the ASC. And a special thank you to Professor _____ for allowing me to visit your class today.