

LONG BEACH CITY COLLEGE TUTORING REFERRAL

The Learning and Academic Resources department's tutoring program, with tutors available at the LAC Tutoring & Supplemental Instruction Center and the PCC Multidisciplinary Success Center, collects apportionment for each student we tutor. In accordance with section 58170 of Title 5 of the California Code of Education, all students receiving tutorial services may only receive those services "after referral by a counselor or an instructor on the basis of an identified learning need." Students who receive tutoring are auto-enrolled in LEARN 650 ("Supervised Tutoring"), which is a zero-unit, non-credit course. We must document for the District how, why, and by whom the student comes to receive our services. These services are designed to provide tutoring based on one or more identified learning needs.



<i>This box to be completed by the student</i>		NAME: _____
PHONE: _____		STUDENT ID# _____
CHECK ALL THAT APPLY: <input type="checkbox"/> EOPS <input type="checkbox"/> DSPS <input type="checkbox"/> PUENTE <input type="checkbox"/> PROJ GO <input type="checkbox"/> FIN AID <input type="checkbox"/> VETERAN		
COURSE: _____		SECTION # _____
INSTRUCTOR: _____		DATE: _____

<i>This box to be completed by a counselor or instructor</i>	
In order into or succeed in the course, field, or educational program of his/her choice, this student must have support services in the following area(s): <i>(circle all that apply)</i>	
Content Mastery	Test Prep Study Skills Textbook Analysis
Comments: <i>(optional)</i> _____	
→ Signature: <i>(required)</i> _____	

Return to: LAC Tutoring & Supplemental Instruction Center (L-203) or PCC Multidisciplinary Success Center (EE-206)

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LONG BEACH CITY COLLEGE TUTORING GUIDELINES

By returning for your tutoring appointment, you are agreeing to abide by the following guidelines.
It is your responsibility to read this and ask if you have any questions about the information below.

In order to make the most of your tutoring session, you should:

- **Attend class regularly.** A tutor cannot be expected to summarize an instructor's two-hour lecture in a thirty-minute session.
- **Be prepared** for your session by bringing the necessary textbook(s), homework, notes, and questions.
- **Be involved** in your session by shutting off your phone, asking and answering questions, and paying attention. Tutoring sessions are most effective when they are conversational, not one-sided.
- **Stay focused** on the task at hand. Tutoring sessions are not the place for gossip, complaints, or other irrelevant conversation.
- **Be respectful** of your tutor, and he/she will be respectful of you in return.

If a tutor feels that any of these guidelines is being ignored, he/she will end the session and assist another student.

TUTORS WILL:

- * Help you review what you have already learned in class
- * Help you understand difficult ideas in a way that makes sense *to you*
- * Discuss and clarify assignments and instructor comments
- * Help you explore and organize your ideas
- * Guide you to solutions
- * Help you develop realistic goals and expectations for yourself
- * Help you become an independent learner
- * Support your efforts!

TUTORS WILL NOT:

- * Make predictions or promises about grades
- * Lecture (or summarize copious amounts of material if you have missed class)
- * Correct or edit your work
- * Engage in gossip about instructors or students, or socialize with you
- * Give you the answers
- * Do your homework/write your paper for you
- * Talk with your teacher or intervene in the class on your behalf
- * Do more than they are comfortable doing in a session

If you have questions or comments, please contact the Tutorial Program Coordinator, Susan Fintland at ext. 4740 (LAC) or Sean Dominguez, at ext. 3977 (PCC).