

Chino Valley Unified School District

Instructional Guide

**AVID Tutor**

Course Number	5981
Department	Elective
Length of Course	Two Semesters/One Year
Pre-requisites	Successful completion of or concurrent enrollment in advanced English, Mathematics, Social Science, and/or Science courses; Completion of Tutor Certification; AVID teacher approval
Credits	5 credits per semester/10 credits per year
Board Approval	August 19, 2004

**Description of Course** - Working under the direction and supervision of the AVID teacher, students selected to be AVID tutors will take an active part in developing the academic and personal strengths of AVID students. The expectations and responsibilities of the AVID tutor are aligned to guidelines provided by the AVID Center.

**Rationale for Course** - The success of the AVID program is based on 11 program “essentials”, one of which states “A sufficient number of tutors must be available in the AVID class to facilitate student access to rigorous curriculum.” A school must demonstrate that they have met all program essentials in order to have their AVID program certified.

**Standard 1** - AVID Tutor Expectations

- 1.1 Objective: Tutors will take an active part in developing the academic and personal strengths of AVID students.
- 1.2 Objective: Tutors will reassure AVID students of their academic potential.
- 1.3 Objective: Tutors will learn and understand the stages of the learning process: getting started, focusing and organizing, working it through, responding/confirming and revising, producing a finalized product or project, and evaluating accomplishments.
- 1.4 Objective: Tutors will lead collaborative tutorial groups, assist students in the writing process, discuss common areas of concerns, work with students’ class and textbook notes, help students learn through asking questions and not giving answers, provide evaluation of student binders, and assist the AVID coordinator in other duties as assigned.
- 1.5 Objective Tutors are expected to work closely together and attend weekly or monthly planning sessions.
- 1.6 Objective: Tutors are expected to be active learners, not experts.

- 1.7 Objective: Tutors will be a positive role model, be on time and prepared, and be a positive role model in both dress and behavior at all times.
- 1.8 Objective: Tutors are expected to participate in and complete the AVID tutor training program.

## **Standards 2 – Tutor Commitments**

- 2.1 Objective: Tutors will conduct tutorial sessions that underscore the principals of collaborative learning and the practice that students teaching other students through discussion of class and text notes.
- 2.2 Objective: Tutors will determine from student tutorial worksheets, notes, and discussions the concepts that need to be the focus of tutorial sessions.
- 2.3 Objective: Tutors will work with students in any phase of the writing process, such as brainstorming, clustering, read arounds, revisions, and editing.
- 2.4 Objective: Tutors will allow students to shoulder the responsibility for their own active learning while guiding them with strategies that they will become accustomed to using independently.
- 2.5 Objective: Tutors will reinforce the idea that learning extends far beyond mere studying to form the basis for long term accomplishments.
- 2.6 Objective: Tutors will assist students in any subject area, by being familiar with students' textbooks and materials and AVID classroom resources.
- 2.7 Objective: Tutors will evaluate student binders, including calendars, class and textbook notes, and learning logs.
- 2.8 Objective: Tutors will assist in teaching study skills and other aspects of college preparation.
- 2.9 Objective: Tutors will take responsibility for the tone and atmosphere of the AVID classroom.
- 2.10 Objective: Tutors will acknowledge the individuality of all AVID students and work to develop their academic and personal pride.
- 2.11 Objective: Tutors will assist the AVID coordinator as requested, such as contacting teachers regarding course outlines and assignment schedules, helping with field trips, and contacting parents.
- 2.12 Objective: Tutors will assist in developing a resource file of enrichment materials for use in tutorial sessions.
- 2.13 Objective: Tutors will communicate regularly with the AVID coordinator regarding student progress and areas of concern.
- 2.14 Objective: Tutors will set an example of personal excellence and high expectations for AVID students to follow.