

Mt. San Antonio College Tutorial Services

OFFICE USE ONLY
Date Rec'd: _____

STUDY GROUP REQUEST FORM

Please note that if a new tutor needs to be hired for this assignment, the process will take several weeks due to **AB 500**, which mandates prior Board approval for non-Mt. SAC students to begin work.

Complete the form and return to Peter Beshay, Program/ Project Specialist, Tutorial Services, Building 6-104. For more information or to send requests by e-mail, please call (909) 594-5611, extension 4366, Fax: (909) 468-4035, or pbeshay@mtsac.edu.

Today's Date: _____ Requested Start Date: _____

Subject/Course: _____ Instructor: _____

Circle Requested Day(s): Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

Requested Start Time: _____ am/pm Requested End Time: _____ am/pm

Requested Tutor (if any): _____ Requested Location (if any): _____

CIRCLE ONE: Weekly Study Group **OR** One-Time Only

Student's Name	<u>PRINT</u> Contact Info. (Phone/Email)	Student ID #
1		
2		
3		
4		
5		

Place an * by the name of the contact person. If more students, attach a separate sheet.

Study group policies and procedures are on the back of this form.

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|---|---|
| <input type="checkbox"/> Confirm with Tutor(s) | <input type="checkbox"/> If group affects drop-in, notify scheduler |
| <input type="checkbox"/> Confirm with Student(s) | <input type="checkbox"/> If group meets in 224/225, notify library |
| <input type="checkbox"/> Update SG binder | <input type="checkbox"/> If offsite room needed, contact Student Learning |
| <input type="checkbox"/> Hire/Orientation Date & Time _____ | |

Other comments:

Policies and Procedures for Study Groups

Study Group Policies

1. Groups are established on a first come, first served basis.
2. **All study groups and exam review sessions are subject to tutor availability.**
3. Resources dictate the number of groups available to each department.
4. Groups with consistently minimal attendance may be subject to alternative arrangement or cancellation (i.e. groups may be cancelled, and individual students may be served through drop-in tutoring).
5. Groups may meet **up to** two hours per session and **up to** four hours per week.
6. All study group sessions will be cancelled after 15 minutes if not enough students are present.
7. Groups cancelled twice for “no show” will be officially terminated. Students may begin another group by going through the process again.

Establishing and Conducting Study Groups

1. Students and/or faculty may contact Tutorial Services to request a common day and time to meet on a weekly basis. They may also request a tutor, if one is known to them. If a tutor is not available, faculty may recommend a tutor. **However, AB 500’s mandate for prior Board approval of all new hourly non-student workers and normal processing procedures will delay the start date of the new tutor by 5-6 weeks.**
2. Tutorial Services will locate a classroom or study room whenever possible; at times, faculty assistance in locating a room may be necessary.
3. Unless one student is identified as a contact person, Tutorial Services’ staff will contact all students listed. If a student is identified as a contact person, that student assumes responsibility for contacting other members of the group with study group information.
4. Study groups meet **outside of/in addition** to class time. **Groups may not meet during class time while instruction occurs.**
5. **All students involved in study groups must adhere to Tutorial Services “Terms and Conditions of Student Use.”**

Tutors’ Responsibilities:

All Study Group tutors will:

1. Take a class on learning theories and tutoring techniques (credit and non-credit options available)
 - a. Credit Option: “Tutor 10A: Introduction to Tutoring” is a 6 week, one unit class on learning theories and tutoring techniques. If a tutor is hired after the course has begun, a special section may be scheduled if there is a minimum of 12 tutors who can take the class at the same time.
 - b. Non-Credit Option: There is a short term class offered through Community Education; class meetings will be arranged to best meet tutors’ needs. Contact Meghan Chen for more information.
2. Submit timecards and attendance sheets weekly; the sign-in portion is to be completed by students, and tutors are to fill in the information on the bottom of the sheet. Attendance sheets and timecards are required for a tutor to file monthly timesheets.
3. Inform Tutorial Services if the study group has a “no show.” Two “no shows” will prompt a cancelation of the group **by a supervisor**.
4. Inform Tutorial Services if s/he will be absent or tardy. If a group does not meet and Tutorial Services is given advanced notice, the study group session will not be counted as a “no show.”
5. **If students or tutors request changes in a group (days, times, meeting place, etc.), the tutor will submit the request to Tutorial Services for consideration by a supervisor.** If possible, requests will be granted.
6. Attend (paid) monthly, all-tutor meetings in Tutorial Services.

Study Group Application Process:

If you are interested in becoming a tutor, please inquire at the Tutorial Services counter.

*Please direct questions to Peter Beshay, Program/ Project Specialist, Tutorial Services:
(909) 594-5611, ext. 4366 OR pbeshay@mtsac.edu.*