
CLAS TEACHING CENTER AT LITTLE HALL

TA Tutoring Manual

CLAS Teaching Center at Little Hall

Little Hall Room 215 is a newly added location for tutoring services offered through the CLAS Teaching Center. The main location of the CLAS Teaching Center is in Broward Hall (in the back, facing the sports complex). The CLAS Teaching Center offers free drop-in and private tutoring services, workshops and private appointment learning strategies support, and many online resources for UF students. You can learn more about our services online at <https://teachingcenter.ufl.edu/>.

Beginning Fall 2016, the Little Hall location will offer drop-in tutoring for our Math Study Center courses (all math courses up through Calculus 1) *Monday – Friday: 10am – 4pm*. Each shift will be staffed by one or two Math Department Teaching Assistants and one or two CLAS Teaching Center tutors. Additional tutors may be added if usage warrants it. The TC tutors will only focus on math through MAC2311 Calculus I. However, the TAs may help their own students from the classes they are teaching that semester, even if the course is higher than Calculus 1.

The Broward location also offers tutoring in math as well as science, engineering, and business courses. The drop-in tutoring hours at the Math Study Center at Broward (up through Calc 1) are Sunday: 6-9pm, Monday-Wednesday: 12-9pm, Thursday: 12-7pm, and Friday: 12-4:45pm. The course specific tutoring schedule for the higher level mathematics courses is available on our website. Students can also request private tutoring for any undergraduate math course by going to the Teaching Center website.

Accessing the Room

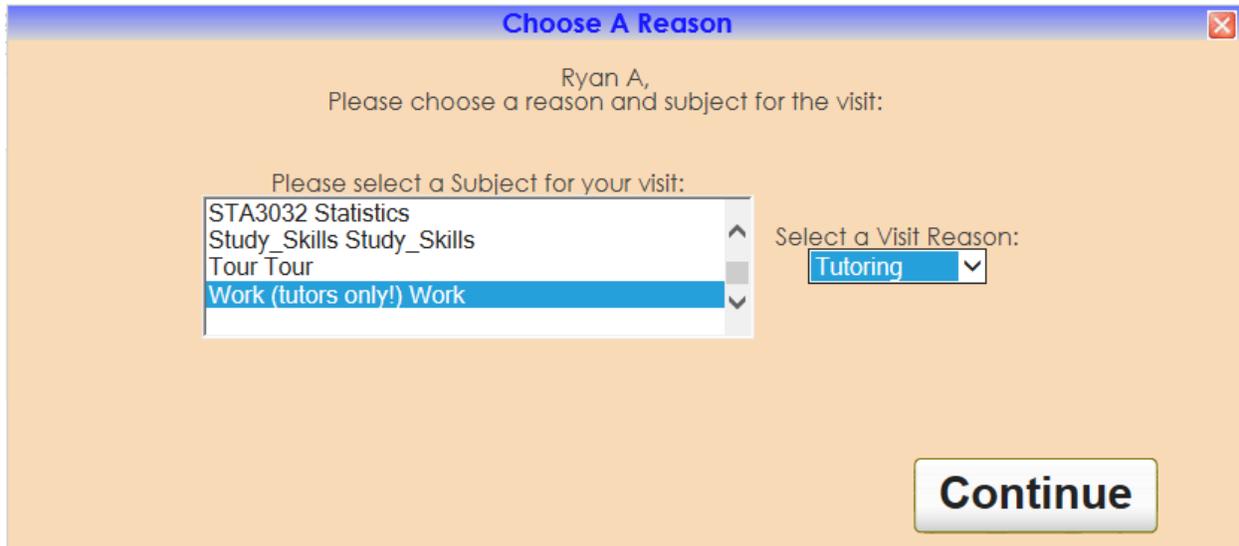
A Desk Assistant (DA) will be staffed for each drop-in tutoring shift staffed by TAs and tutors. The DA will be have the door unlocked and the room set up prior to each drop-in shift. ***In the event a DA is not present at the start of your shift***, please call the main office of the Teaching Center in Broward at **(352)392-2010**. We will provide access to the room and arrange for you to have the appropriate support staff for the remainder of your shift. Little Hall, room 215 remains locked when not in use.

Logging Your Tutoring Time (TutorTrac)

Each shift that you tutor should be officially logged. You do this by signing-in at the start of your shift and signing-out at the end of your shift in TutorTrac. The TutorTrac log-in computer is located at the entrance to the room.

CLOCKING IN

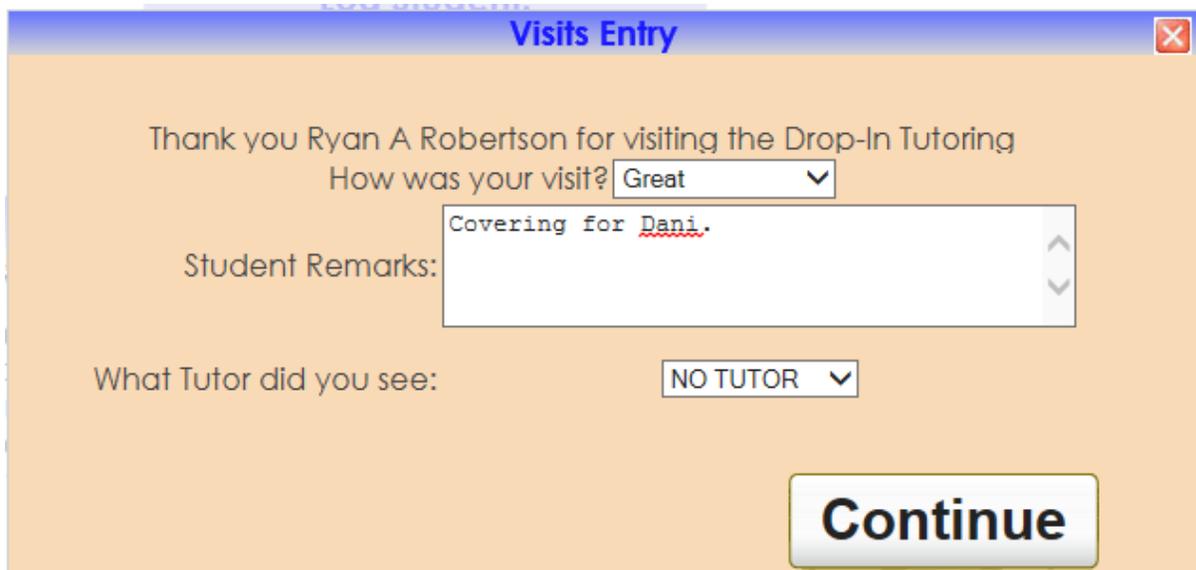
1. On the TutorTrac home screen, enter your UFID and press the Enter key.
2. Choose “Work” as your subject. Choose any reason, and click Continue.



The screenshot shows a window titled "Choose A Reason" with a close button in the top right corner. The text inside reads: "Ryan A, Please choose a reason and subject for the visit:". Below this, it says "Please select a Subject for your visit:" followed by a list box containing "STA3032 Statistics", "Study_Skills Study_Skills", "Tour Tour", and "Work (tutors only!) Work". To the right of the list box is a label "Select a Visit Reason:" and a dropdown menu with "Tutoring" selected. At the bottom right of the window is a "Continue" button.

CLOCKING OUT

1. On the TutorTrac home screen, enter your UFID and press the Enter key. This is exactly the same as when you clocked in. However, the next screen will be different.
2. On the next screen, under “How was your visit?” enter any comments relating to your shift (e.g., why you were late, who you were covering for, etc.). Also use this place to leave any general feedback/suggestions for us regarding how everything is going during your shifts in the room.
3. Choose “No Tutor” for “What tutor did you see?”. Click Continue. You are clocked out.



The screenshot shows a window titled "Visits Entry" with a close button in the top right corner. The text inside reads: "Thank you Ryan A Robertson for visiting the Drop-In Tutoring". Below this is a label "How was your visit?" and a dropdown menu with "Great" selected. Underneath is a text area labeled "Student Remarks:" containing the text "Covering for Dani.". Below the text area is a label "What Tutor did you see:" and a dropdown menu with "NO TUTOR" selected. At the bottom right of the window is a "Continue" button.

Use of Time: Tutoring v. Teaching

As a TA serving as a tutor for students from a variety of classes, your role is different from what you are used to in the classroom. Just as with teaching, tutoring facilitates students' learning of specific content. However, teachers have more control over the information taught in class. The tutor supports the instruction of the classroom teacher. As tutor, the focus is to identify what information the student is struggling to understand/apply and to help the student overcome the barrier. The primary goal of TC tutors is to teach students how to learn. Thus, as tutors, we try to "work ourselves out of a job" by helping students become independent learners.

How you spend your time as a tutor differs from your time as a TA in the classroom and office. To help you negotiate those differences, focus on the functions you perform in each setting.

Use your Little Hall shift to:

- Personalize instruction as you help students master course concepts
- Help students gain insight into learning processes and develop strategies for learning mathematics
- Encourage and support students as they take ownership of their own learning
- Show respect for student differences and work to enhance your understanding of students with different experiences from your own
- Refer students to additional campus resources as necessary

**You are there to assist any students who come in for help with math courses through Calculus 1. You may also help students who are enrolled in your own class, even if it is higher than Calculus 1.

Please do not use your Little Hall shift for:

- Student conferences
- Administering make-up exams, quizzes, or assignments
- Grading student work
- Planning class lessons (unless no tutees are present)

General Policies

Food and Drink – Water Only

To minimize insects and damage to new carpet and furniture, only water in closable bottles or spill-proof cups is allowed in the tutoring room. No food of any kind should be allowed in the room.

Lanyards

You will receive a lanyard with your name on it to wear at each shift. There is a box at the DA desk that holds all of the lanyards. You can take it from the box at the beginning of your shift and put it back at the end so that you do not need to keep up with it outside of Little 215.

Absences

To maintain an appropriate tutor to student ratio, it is important that each person works his or her assigned shift. Should you need to miss a shift, please contact your fellow TAs to secure coverage for that shift. If you are unable to do so, please notify the Teaching Center, so that appropriate arrangements can be made for coverage. Call 392-2010 and speak with the secretary.

Private Tutoring

The Teaching Center undergraduate tutors are strictly forbidden to hold private-paid tutoring of college students while employed at the Teaching Center. We see a potential conflict of interests that could result in:

- Recruiting students as clients
- Underserving students in an effort to encourage them to pay the tutor for extra time
- Giving favor to students who are clients

TA's should refrain from recruiting students, advertising other private companies, or favoring students from their own classes.

Student Sign-in/Out

Just as we save the work hours of tutors and TAs, we track the attendance of students who use our services. This is also tracked using TutorTrac. Upon signing out, the students are asked to identify who they worked with during that visit and to provide feedback on the service they received. The DA in the room monitors students signing-in and out as appropriate. We will provide you with feedback periodically from the students with whom you worked.

Holiday Policy

The Teaching Center is open the day before a holiday (generally closing at 5pm) and re-opens at 6pm the day before classes resume, even if that day is the actual holiday. For example, for the Labor Day Holiday we would close at 5pm the Friday before Labor Day weekend, remain closed on Sunday, and open at 6pm on Monday (Labor Day). This allows students returning from break to receive assistance before classes resume. The hours of the Little Hall location should not be affected by holidays as they occur only during the week days and end prior to 5pm.

Feedback

We will contact you throughout the semester to request feedback on how working in Little Hall is going. However, you may provide feedback at any time by phone, email, or through TutorTrac. Write any comments that you have in the "Student Remarks" box in TutorTrac when you log out.

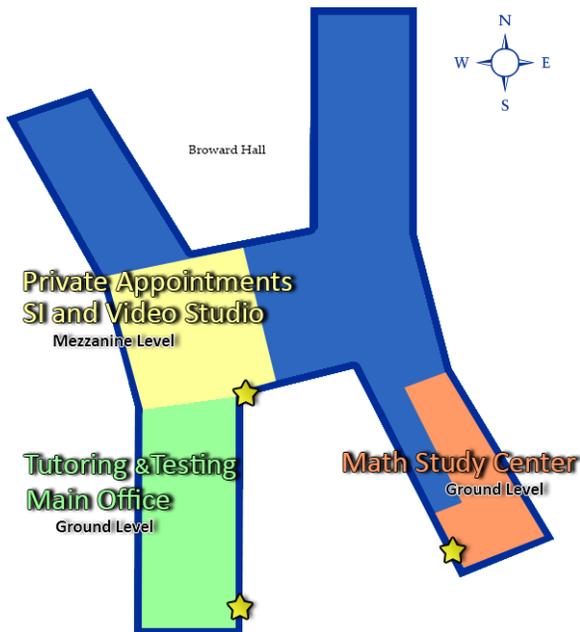
Room Reservation Policy

Little 215 can be reserved for test reviews or study groups that you are leading for your class outside of regular Study Center hours. To do so, complete the online LIT 215 Room Reservation & Calendar Form by following this process:

1. To view the LIT215 Calendar and determine availability, go to the Room Reservation Request Form and click on the calendar link. Access the form online here: <https://teachingcenter.ufl.edu/room-reservation/>
2. Complete the Room Reservation Request Form.

3. Your request will be processed and you will receive notification of the status of your request from the CLAS Teaching Center secretary. The request must be made at least 2 business days in advance of the session.

CLAS Teaching Center Information



Phone Number: (352)392-2010

Website: www.teachingcenter.ufl.edu

Broward Locations:

- **Main Office / Tutoring & Testing Center:**
Ground-level Southwest Broward Hall
- **Math Study Center:**
Ground-level Southeast Broward Hall
- **Private Appointments / Study Skills /
Supplemental Instruction / Video Studio:**
Mezzanine-level Southwest Broward Hall

Little Hall Location: Room 215