

BALTIMORE CITY COMMUNITY COLLEGE

Center for Academic Achievement

2901 Liberty Heights Avenue
Main Building, Room 117
Baltimore, MD 21215
410.462.8568
www.bccc.edu/tutoring

Contents

Center for Academic Achievement	4
Faculty Guide to Tutoring and Academic Support Services	5
Tutoring Services	6
Courses Supported by Tutoring Services	8
Better Student	9
Study Groups	10
Study Skills Resources on the Web	11

Center for Academic Achievement

Contact: Juanita Wingo, Director
Main Building, Room 117B; 410-462-7759
jwingo@bccc.edu

Main Office: MNB 117, 410-462-8568
Website: www.bccc.edu/tutoring
Canvas: Tutoring Services

The Center for Academic Achievement (CAA) is an academic support service providing BCCC students with a comprehensive array of programs, resources, and services to assist them in attaining the course-specific knowledge and developing the learning skills necessary for them to become independent, engaged learners and achieve their academic goals. The CAA fulfills this mission by providing students with premier learning facilities that are consistently perceived as completely equipped, well-maintained and attractive, welcoming, and staffed by knowledgeable instructional tutors.

What does the Center for Academic Achievement do?

- The CAA provides free academic support services to all currently enrolled students.
- The CAA offers learning spaces where students can not only improve their learning, but also can build a greater ease and confidence in the academic environment.
- The CAA offers two major services: tutoring and workshops.

What resources are available?

- Individual and small group tutoring
- Assistance with forming study groups
- Individual academic coaching
- Writing Consulting
- Better Student Study Skills Workshops
- Quiet rooms for individual study and study groups
- Learning spaces equipped with computer and study stations, textbooks, and resources

Where are the Tutoring Centers? (All Centers open at 9:00am. Please call individual Centers for closing and Saturday hours.)

- The Writing Center: MNB 102, 410-462-7465
- The Math Center: MNB 104, 410-462-7649
- The Science Resource Learning Center: LSB 302, 410-462-8008
- The Business, Accounting & Technology Lab: MNB 320, 410-462-7417
- The CADD Lab: LSB 244, 410-462-8522

How do students connect with a tutor?

- Students can walk into any tutoring center to work with a tutor.

Faculty Guide

The Center for Academic Achievement (CAA) offers free tutoring and academic support services to any student enrolled in a BCCC course.

We offer individual and small group tutoring, live tutoring for accounting students, Better Student workshops, individual academic assistance, and study materials.

CONTENTS

Tutoring Services

Better Student

Study Groups

Online Resources

Class Visits and Tours: We'd love to introduce our services to your class with a brief 5-10 minute overview scheduled at any point during your class and at any point in the semester. Call the CAA Main Office at 410-462-8565 to request that a representative come visit your class. You can also bring your classes to our centers. You and your students will receive information and meet our tutoring staff.

How to Connect Your Students with a Tutor

Encourage your students to work with a tutor as early as the first week of classes. Discuss the benefits of tutoring with your students. Students can walk into any Tutoring Center to connect with a tutor. Our tutoring centers are also great places for students to come to study, complete course assignments or meet a study group.

The Instructor-Tutor Relationship is beneficial. We encourage you to be accessible to tutors. Give them a copy of your current syllabus. Come to any tutoring center to introduce yourself and talk with our tutors.

The Role of Tutoring in the Learning Process is intended to be temporary. The tutor guides the student towards independent learning. Tutors are trained not to do the work for students but rather to challenge them to think for themselves and to guide them to course mastery and success. The help that tutors provide will supplement, not supplant, classroom instruction. Tutors do not teach new material; rather, they will assist students in learning the material already presented by the instructor.

Better Student Workshop Series

The topics are geared towards improving academic performance, improving overall success in a college environment, and helping students become better students. Encourage your students to attend the Better Student workshops. Students can get the workshop schedule in the Math Center, MNB 104.



We look forward to working with you.

Tutoring Services

Baltimore City Community College offers a comprehensive, free tutoring and academic support program for any student enrolled in a course at the college. The purpose is to enhance student retention and success by providing academic assistance to students having difficulty with subject matter and/or study skills. Services are available whenever classes are in session.

BCCC instructors are our students' primary resource to facilitate mastery of the course material. The Center for Academic Achievement (CAA) serves as a comprehensive secondary learning resource providing a variety of tutoring support advancing and enhancing learning.

What is tutoring?

Tutoring is an age-old practice. The dictionary definition describes a tutor as a person who gives individual, or in some cases small group instruction. The purpose of tutoring is to help students help themselves, or to assist or guide them to the point at which they become an independent learner, and thus no longer need a tutor.

What are the benefits to students who receive tutoring?

- Offers more individualized, systematic structured learning experience
- Improves academic performance and personal growth
- Improves attitude toward subject area
- Generates stronger effects than other individualized teaching strategies
- Motivates self-paced and self-directed learning
- Provides intensive practice for students who need it
- Improves self-esteem

Who can use tutoring services?

Tutoring services are provided free-of-charge to all registered BCCC students. Students must be enrolled in a BCCC course.

Who is on the staff?

The CAA employs peer and professional tutors. Peer tutors are BCCC students enrolled in the current semester and carrying at least 6 credits. Peer tutors have earned an A in relevant coursework, must have a minimum GPA of 3.0 and are recommended by BCCC faculty. Professional tutors are adjunct faculty, retired BCPS teachers and professionals in relevant fields. All tutors are contractual employees of the college.

The professional staff consists of the Director, a Retention Specialist, and the Administrative Assistant.

Where do students go for tutoring?

- Writing: MNB 102, 410-462-7649
- Math: MNB 104, 410-462-7649
- Science: LSB 302, 410-462-8008
- Business, Accounting & Technology: MNB 320, 410-462-7417
- Computer-Aided Drafting and Design: LSB 244, 410-462-8522

What should the student bring to the tutoring session?

It is very helpful if the student has a copy and a clear understanding of the assignment. If the student does not understand the assignment, the tutor will not be able to provide assistance. Students should bring all course related materials, syllabus, books, class notes and specific questions. Students should be prepared to identify and discuss course difficulties. Students should also be equipped with writing utensils, paper and any visual or manipulative aids they use (eye glasses, calculators, erasers, magnifying aids, etc.).

How do instructors know the student did his/her own work?

Tutors are trained that the goal of tutoring is to create independent learners. Tutors are trained in the Socratic Method: asking leading questions to ignite student thinking. Writing tutors do not edit or proofread students' work. Math tutors are trained to put the pencil down and let the student do the work. Tutors will not complete or assist with homework or take home or online quizzes or exams. Ultimately the whole point of tutoring is to provide students with strategies they can use on their own.

How are tutors trained?

Tutors are automatically enrolled in the CAA Academy which incorporates training and on-going professional development activities specifically designed to give tutors the fundamentals of tutoring and tutoring strategies.

Courses Supported by Tutoring Services

ACCT 221
ACCT 222
ACCT 230
ACCT 231
ACCT 235
ACCT 241
ACCT 262
ACCT 265

ENG 101
ENG 102
ENG 200

MAT 86
MAT 92
MAT 107

BIO 101
BIO 102, BIO 102L

RENG 90
RENG 91
RENG 92

BUAD 112

CADD 101
CADD 105
CADD 111
CADD 112
CADD 140
CADD 151
CADD 200
CADD 205
CADD 206
CADD 208
CADD 211
CADD 222

CLT 100

Better Student

Tutoring as an academic support definitely improves student learning. Students who work with tutors become better students.

Discuss the benefits of tutoring with your students:

- Improves self-confidence
- Gives students the opportunity to work one-on-one with a tutor
- Encourages students to use appropriate and efficient learning and study strategies
- Improves students' academic performance
- Improves students' attitude towards subject area and school
- Gives students opportunities to ask questions and get clarification of difficult concepts
- Gives students additional review and practice of difficult material
- Encourages students to persist in completing tasks and courses

Share with your students the steps to becoming a better student.

1. Set goals
2. Stick to a study schedule
3. Get rest
4. Adopt healthy study techniques
5. Work with a tutor
6. Develop note-taking skills
7. Go to workshops
8. Form a study group
9. Get a manageable course load
10. Go to class
11. Participate in class
12. Use the library

BETTER STUDENT workshops are offered each semester. Topics include

- Set your goals for the semester
- The power of a study group
- How to talk with your teacher
- Note taking
- How to create your own study guide
- Memory skills
- Writing strategy
- Learning styles
- How to read a college textbook
- Managing your time
- Managing test anxiety & test-taking strategies

Students can pick up a workshop schedule in MNB 104.

Every student who works with a tutor or attends a workshop receives an "I AM A BETTER STUDENT" t-shirt. *You want your student to be able to say:*

I AM A BETTER STUDENT.
I work with a Tutor.

Study Groups

Encourage your students to form or join a Study Group. Invite us to your class to discuss the benefits.

What is a Study Group?

A study group is a small group of students who meet together regularly once a week with the aid of a trained leader to discuss concepts, confusions, and insights into course material. Each group is unique, contains students with different backgrounds and abilities, and determines its own pace and the material that will be covered. This allows each group to address the needs of the individuals in the group.

Students also have indicated that study groups benefit them in a variety of ways. They include:

- Understanding how much of the class material they understood
- Understanding how others might approach/consider a problem
- Detailed explanations at a slower pace
- Solid exam preparation
- Meeting other students with whom they can study
- Forces early and constant preparation of the material, leading to a high level of confidence, a mastery of the material and better grades

Before coming to the study group, students review class notes and the assigned reading, attempt the current problem set, and jot down points that are unclear or questions they would like to discuss. In the study group, the leader helps the students to get organized and to decide which questions are most basic or important and encourages the students to work together and to answer their own questions.

The main role of the study group is to help students organize their thoughts, test their understanding by asking and answering questions, learn how to approach the material, and understand the basic concepts involved.

Study groups usually begin the second or third week of the term and meet once a week during the term.

Friends don't let friends fail. Let's start a Study Group!

Study Skills Resources on the Webb

www.how-to-study.com/

www.sla.purdue.edu/asc

www.ucc.vt.edu/stdyhlp

www.studygs.net/

www.educationatlas.com/study-skills.html

www.howtostudy.org/

www.columbia.edu/cu/augustine/study/

www.infoplease.com/homework/studyskills1.html

www.sas.calpoly.edu/asc/ssl.html

www.csbsju.edu/academicadvising/helplist.htm

www.arc.sbc.edu/study.html

www.bucks.edu/~specpop/studyskills.htm

www.uic.edu/depts/ace/strategies.shtml

www.d.umn.edu/student/loon/acad/strat/

www.mathpower.com/tips.htm

www.trcc.commnet.edu/Ed_Resources/TASC/Training/Study_Skills.htm

www.testtakingtips.com/study/index.htm

www.dartmouth.edu/~acskills/success/study.html

www.studytips.org/

www.howtostudy.com/

www.studytips.admsrv.ohio.edu/

www.academictips.org/

www.sas.calpoly.edu/asc/ssl/notetaking.systems.html

www.uni.edu/walsh/linda7.html

www.und.edu/dept/ULC/handout.html

www.algebrahelp.com

www.purplemath.com

www.math.com