Gavilan College Tutoring Services

- The Tutoring Center is located in the Library Building, room LI 116.
- Group tutoring services are available for all Gavilan students.
- Tutoring at the Gavilan Tutoring Center is FREE to Gavilan students.
- Tutoring is offered in many subjects; for example: Math, Chemistry, Accounting and Biology.

Debbie King
Tutoring Program Coordinator
Sara Spencer
Evening Tutoring Specialist

Gavilan College Tutoring Center
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Phone: (408) 848-4838
www.gavilan.edu/tutor

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Gavilan College Tutoring Center
A Student Guide to Tutoring Services

By Appointment
Monday—Friday
8:00am—4:00pm

Drop-In
Monday—Thursday
5:00pm—7:45pm

(408) 848-4838
LI 116
**Mission**
The Tutoring Center is a place where students with diverse academic needs gather together to receive learning assistance. The mission of the center is to provide students with an opportunity to further develop their learning skills and understanding of course content. The tutoring environment is one that fosters the development of a collaborative working relationship between the tutors, tutees, and staff.

**Vision and Goal**
It is our belief that educational success is achieved by understanding and enhancing one’s own learning process. The Tutoring Center staff is committed to providing students with the opportunity to develop positive attitudes about themselves, their studies, and their learning skills. The goal of tutoring is to guide students to independent learning. This is accomplished by providing tutees with the opportunity to be actively engaged in the discussion and manipulation of course material. As an active learner, the tutee accepts responsibility for their own learning, which results in increased self-confidence and steady progression towards educational and personal goals.

What is Group Tutoring?
Group Tutoring is a collaborative learning activity. During a session all students participate in:

- Identifying the task(s)
- Helping to provide clarification
- Giving examples
- Discussing and sharing information
- Practicing concepts
- Summarizing the information addressed
- The result is **active learning**.

What is the Role of the Tutor?
The tutor facilitates the learning activity:

- By engaging all members of the group;
- Provide opportunity to learn and are facilitators, not answer givers or experts.
- Do not do homework problems but address the underlying concepts.
- Encourage and guide students to become independent learners.
- Are to be sensitive and responsive to frustration.
- Do not help cram for tests!

What is the Role of the Student?
The student needs to actively participate.

- Come to the sessions prepared with questions, books, notes, etc.
- Attend class, read the chapter, take notes, and attempt assignments.
- Explain what you do understand, and what you don’t.
- Work with each member of the group

How do Students Access Tutoring Services?

- The tutoring Center is located in room LI 116 in the Library building. It is open for tutoring appointments Monday through Friday, 8:00am to 4:00pm and on a drop-in basis Monday through Thursday, 5:00pm to 7:45pm.
- Review the Schedule Book at the Schedule Desk. All available courses are listed in this book. Identify hours that fit into your schedule; then make an appointment. Tutoring Center Staff is available to assist.
- If tutoring is not available for a course, students should fill out the **Supervised Tutoring Request Form** and check back within 2—3 days.
- Complete a **Guidance 250** form and sign-up for a log-in number.
- On the day of the a tutoring appointment, log-in on the appropriate computer before the session begins.
- For more information check online at [www.gavilan.edu/tutor](http://www.gavilan.edu/tutor) or call: 408-848-4838.