

# CSE 95: Tutor Training / Apprenticeship

## Fall 2021

### About the Course

#### Course Description

In CSE 95, you will learn and practice skills related to assisting with CSE courses as a tutor, both with student-facing tasks and behind-the-scenes course activities with the rest of the instructional team. For example:

- How to help students effectively and how to clearly explain technical materials
- What are professional and unprofessional behaviors when working in a team
- How to learn from others and support one another

For CSE 95, you will be expected to:

- Attend CSE 95 class sections and participate in in-class discussions and activities. (See below for excused absences).
- Attend the lectures of the course you are tutoring for, along with its staff meeting.
- Complete an out-of-class activity related to the course you're tutoring each week.

#### Prerequisites

This course is part of the requirement for all new CSE tutors to complete their training. In order to take this course you must have an active tutoring assignment in the CSE department.

#### Learning Outcomes

CSE 95 will help you with the basic communication skills, grading skills, and professionalism needed to be an effective CSE tutor. When you complete this course you will know how to:

- Clearly explain technical material
- Appropriately provide help to students during tutoring sessions
- Identify and respond to potential academic integrity issues
- Identify professional and unprofessional behaviors
- Support students in an inclusive way
- Manage your time effectively as a tutor
- Professionally and clearly communicate with students, your instructor and the staff
- Use a grading rubric and provide appropriate feedback

When you successfully complete this course, you will receive 2 credit hours that may count towards lower division CSE electives.

## Schedule of Topics

Week 1	Getting Started, Imposter Syndrome, and Asking for Help
Week 2	Growth Mindset; Helping Students in the Lab/Office Hours
Week 3	Tutoring Roleplay: meeting students where they are
Week 4	Grading and Giving Feedback
Week 5	Experienced Tutor Panel
Week 6	Professionalism and Ethics of Tutoring
Week 7	Academic Integrity
Week 8	Diversity, Equity and Inclusion
Week 9	Time Management and Unanswered Questions
Week 10	Learning from Feedback and Looking Ahead

## Course Logistics

### Instructor and Course Staff

**Instructor:** Christine Alvarado, [cjalvarado@eng.ucsd.edu](mailto:cjalvarado@eng.ucsd.edu)

**Office:** CSE 2110

**Office hours:** See my calendar: <https://sites.google.com/a/eng.ucsd.edu/alvarado/calendar>.

Office hours appear as a public event. I have both in-person and virtual office hours. The calendar event will specify the modality and provide a Zoom registration link when applicable.

#### **Tutors:**

- Jacquelyn Co <j2co@ucsd.edu>
- Elias Fang <efang@ucsd.edu>
- Nada Gehad <ngalal@ucsd.edu>

## Course Resources

**Course Websites:** This course uses Canvas and Gradescope. All information and resources can be found on our Canvas site, which will link to Gradescope when appropriate.

**Masks: Masks are required** in class. All students who attend class must also be fully vaccinated against COVID-19 unless they have gotten a university approved exemption.

**Laptop or Tablet:** You will need to bring your laptop or other device to class to complete in-class activities.

## Time and Location

- **Day and Time:** Wednesdays, 9-9:50am and 10-10:50am, Pacific Time
- **Location:** P416 West (Outdoor classroom West of Center Hall. [Map](#))

Class starts in Week 1, on Wednesday, Sept 29

There is no class during Week 9 (Thanksgiving week, Wednesday, November 24)

## Coursework and Grades

### Assignments/Coursework

For this 2-unit course, you can expect to spend up to 6 hours per week

- 1 hour per week attending and participating in CSE 95 lecture (or equivalent asynchronous component, if necessary)
- 3 1 hour per week attending and engaging with the course lectures for course appointed to tutor
- ~~1 hour per week attending and participating in staff meeting for course appointed to tutor~~
- 4 3 hours per week on CSE 95 out of class assignments

~~Time spent on the above activities is for credit time, not for pay time.~~

Time spent on the above activities counts towards your CSE 95 credit hours.

## Exams

There are no exams (including final exam) in this course.

## Grading

This class is taken P/NP. We hope that every student will successfully earn a passing grade in this class. To do so, you need to meet or exceed the following minimum passing thresholds in each course component.

- **Surveys and forms:** All required surveys and forms must be completed
- **Attendance:** Any missed CSE 95 session must be communicated to the instructor and tutors in writing and a plan to make up the missed work will be proposed and carried out. Any missed class or staff meeting attendance must be communicated to the instructor for the class ahead of time and appropriate tasks must be agreed upon and completed in lieu of participation.

- **Assignments:** All assignments must be completed thoughtfully and in a timely manner. Assignments completed late or with insufficient thought must be revised and resubmitted.

## Course Policies

### Academic Integrity

In this course we expect students to adhere to the [UC San Diego Integrity of Scholarship Policy](#). This means that you will complete your work honestly, with integrity, and support and environment of integrity within the class for which you are tutoring. Some examples of specific ways this policy applies to this course include:

- Honesty about attendance (including punctuality, and illness) in class
- Completion of pre-class assignments individually and on-time
- Encouraging honest work among the students in the class for which you are tutoring
- Reporting suspected instances academic dishonesty in this class, as well as in the class you are tutoring, to the instructor right away.

### Collaboration Policy

We encourage you to talk, consult, give advice to each other, etc. While you are free to discuss assignments, except where otherwise indicated, all written assignments should be your own written work.

### Late or Missed Assignments/Missed Class Policy

If you are sick, do not come to class. If you have to miss a CSE 95 class session due to illness, emergency or any other reasonable cause, contact Professor Alvarado immediately (preferably before class) and we will arrange for you to complete makeup work. If you have to miss a session of the class you are tutoring for, contact the instructor of the class and Professor Alvarado. Depending on how many class sessions you miss, we may arrange make-up work for these absences as well. Note that **interviews scheduled during class time are not considered reasonable absences. Do not schedule interviews during CSE 95's class time.**

If you are too sick to complete a CSE 95 assignment or if an emergency arises where you cannot complete it on time, please contact Professor Alvarado for an extension.

## Technology Policy

We expect students to use technology during class only to complete activities directly related to what the class is currently working on. Please do not use technology for any other reason, including chatting, social media, working on work for other classes, playing games, watching videos, etc.

## Outside Tutoring

Individuals are not permitted to approach students to offer services of any kind in exchange for pay, including tutoring services. This is considered solicitation for business and is strictly prohibited by University policy.

## Resources for Students

### Getting Help

If you should need help with this course or your tutoring duties (or really anything), contact Prof. Alvarado or one of our CSE 95 tutors right away. We're always here to help.

The IDEA Engineering Student Center, located just off the lobby of Jacobs Hall, is a hub for student engagement, academic enrichment, personal/professional development, leadership, community involvement, and a respectful learning environment for all. The Center offers a variety of programs, listed in the IDEA Center Facebook page at <http://www.facebook.com/ucsdidea/> (you are welcome to Like this page!) and the Center web site at <http://idea.ucsd.edu/>. The IDEA Center programs support both undergraduate students and graduate students.

## Diversity and Inclusion

We are committed to fostering a learning environment for this course that supports a diversity of thoughts, perspectives and experiences, and respects your identities (including race, ethnicity, heritage, gender, sex, class, sexuality, religion, ability, age, educational background, etc.). Our goal is to create a diverse and inclusive learning environment where all students feel comfortable and can thrive.

Our instructional staff will make a concerted effort to be welcoming and inclusive to the wide diversity of students in this course. If there is a way we can make you feel more included please let one of the course staff know, either in person, via email/discussion board, or even in a

note under the door. Our learning about diverse perspectives and identities is an ongoing process, and we welcome your perspectives and input.

We also expect that you, as a student in this course, will honor and respect your classmates, abiding by the UCSD Principles of Community (<https://ucsd.edu/about/principles.html>). Please understand that others' backgrounds, perspectives and experiences may be different than your own, and help us to build an environment where everyone is respected and feels comfortable. If you experience any sort of harassment or discrimination, please contact the instructor as soon as possible. If you prefer to speak with someone outside of the course, please contact the Office of Prevention of Harassment and Discrimination: <https://ophd.ucsd.edu/>.

## Students with Disabilities

We aim to create an environment in which all students can succeed in this course. If you have a disability, please contact the Office for Students with Disability (OSD), which is located in University Center 202 behind Center Hall, to discuss appropriate accommodations right away. We will work to provide you with the accommodations you need, but you must first provide a current Authorization for Accommodation (AFA) letter issued by the OSD. You are required to present their AFA letters to Faculty (please make arrangements to contact me privately) and to the OSD Liaison in the department in advance so that accommodations may be arranged.

## Basic Needs/Food Insecurities

If you are experiencing any basic needs insecurities (food, housing, financial resources), there are resources available on campus to help, including The Hub and the Triton Food Pantry. Please visit <http://thehub.ucsd.edu/> for more information.