

SBCC Math Tutorial Lab

The SBCC Math Tutorial Labs are located on the first floor of the IDC building in rooms 102, 103 and 109

Users must be currently enrolled SBCC students to use any services in the Math Tutorial Lab. Food is not allowed in the lab.

Revised: October 1st, 2009

Math Lab Policies for Employees

General Guidelines of the Math Lab:

As an employee, you are expected to behave in a professional manner. Students who come to the Math Lab should feel comfortable and know that their needs are being met in a timely, efficient manner. Workers in the Math Lab should also feel comfortable and clear about policies and the practices that best help carry out those policies. The following guidelines should be helpful to employees and students alike:

1. Your primary focus should be upon the students, faculty and staff who come to the lab for assistance.
2. Personal conversations and “visiting” should be limited. Please be judicious regarding visiting.
3. Your attitude with the students and your fellow workers should always convey professional respect and courtesy.
4. Be considerate of noise levels, behavior or language that might compromise a learning environment.
5. Always respect the confidentiality of the students and your fellow workers by refraining from giving out any of their personal information. Direct all such questions to your supervisor, or ask for the name of the person making the inquiry and inform your supervisor of the request.
6. Arrive on time for your shift. If you know in advance that you will be absent, it is your responsibility to arrange for a substitute. A tutor contact list will be provided, please advise the tutor coordinator of when you will be absent and who will be substituting for you. For unforeseen absences, call the tutor coordinator at (805) 965-0581 ex. 2300.

7. Sign in on your paper time card with the date and time when you arrive, sign out when you leave. This will be referenced along with your time sheet. Your time sheet should be submitted online (<http://timesheet.sbcc.net>) each month by the first work day after the tenth of the month. Please see the tutor coordinator if you are unable to access the online system. Failure to submit time sheets in a timely manner will result in not getting paid until the next pay period.
8. You are entitled to a **15 minute** break for every **4 hours** worked. Advise the tutor coordinator or another tutor in the lab when you take a break.
9. Dress and personal hygiene should be consistent with what you would expect from any other professional work environment. Please wear your name tag in a visible fashion so that you are easily identifiable.
10. Respect the personal space and learning styles of others and familiarize yourself with the SBCC sexual harassment policy.
11. Remember that you are helping to empower the students. When giving instruction, offer clear verbal directions. When offering technical assistance, allow the student to use the equipment independently, when time permits. This will foster self-reliance and reduce the need for demands on your time in the future from the same students.
12. Remember your responsibility to the students using the facility and the equipment. Be conscientious of enforcing the guidelines for using this facility:
 - All students must be a currently enrolled at SBCC to use any services within the facility.
 - No eating in the facility is allowed, no food or drink is allowed in the computer lab.
 - No children are allowed in the facility.
 - The Math Lab is a quiet working environment; low noise levels must be maintained.
13. Share ideas with each other and the tutor coordinator, advise the tutor coordinator of any problems, and have fun!

****Note**

It is important to note that positions in the tutorial labs are temporary and have no guarantees! A person in a part-time hourly position can be released at any time for any reason. There are many jobs available on campus by the various departments. If for some reason it is felt by one of the staff or faculty that a specific person is not properly suited for the position, the tutor will be removed from the schedule and encouraged to seek employment where he/she may be better suited. Tutors should not assume that any positions in the lab are reserved for them.

Tutoring Responsibilities:

- Be **noticeably available** to help students. Circulate in the lab. This encourages students to ask questions.
- Help students with raised hands and acknowledge those students who are waiting. Spend a few minutes with a student and then move on. If the lab is not busy, you may spend more time with a student.
- Expect the student to do the work, try to direct the student with questions about the problem rather than doing the problem for the student. In many cases, you do not need to complete the entire problem with the student.
- When using the chalkboard, move the student close to the board to avoid tutoring over other students.
- Support math faculty methods and expectations. Try to work with methods presented in the book and in handouts. Encourage the student to look up information and seek sample problems from books and notes.
- Assist in maintaining an atmosphere that is conducive to learning. Pick up any trash and straighten chairs and tables as needed.
- Use quiet time to familiarize yourself with textbooks, computer programs, etc. Do not read, or do homework. Students are reluctant to interrupt you.
- Enforce math lab rules:
 - Students **must** log in and out any time they are using this facility.
 - No food in the lab. Drinks are acceptable.
 - Cell phones must be off.
 - Ask students to work in the appropriate room: Algebra or Advanced Lab