



RUTGERS

School of Nursing
OFFICE OF ACADEMIC SUCCESS

TRAINING SYLLABUS

2021-2022

FACULTY NOMINATED PEER TUTOR TRAINING CRLA LEVEL 1 AND 2 CERTIFICATION

The Office of Academic Success's Faculty Nominated Peer Tutor program is a Level 1 Certified Program as defined by the College Reading and Learning Association's (CRLA) International Peer Tutor Training Certificate (I.P.T.T.C). Additional information regarding the College Reading and Learning association may be found [here](#).

Instructor Information

Instructor: Stephanie Pfeifer

Email: sap355@sn.rutgers.edu

Phone: Office: 973-353-3858 Cell: 419-346-7666 (cell is usually best)

Office Location: ACK 217 (Newark) or 120 Albany Room 308 (New Brunswick)

Communication:

Tutors will receive emails from my email, the Office of Academic Success email (academic.success@sn.rutgers.edu) and notifications from the OAS Tutor Portal on Canvas. Tutors should text or call Stephanie for technology issues or concerns occurring after 4:00 p.m.

General Course Description

Course Description: This course provides training in pedagogical and tutoring strategies for individual and group peer tutoring. The training program will analyze training topics through discussion boards, group activities, monthly trainings, and peer to peer teaching.

Course Modality:

All training modules are housed under the Tutor Training section of the Tutor Training Portal on the Canvas page. All OAS Tutor meetings are held via Zoom at designated times.

Purpose of the Course:

The Office of Academic Success instituted the ITTPC certificate program to prepare peer tutors with the necessary pedagogical tools to support the academic needs of nursing students. Additionally, tutors completing the ITTPC certificate gain valuable tools that can be applied in several tenets of patient education including:

- Increase knowledge through the use of active listening, probing questions and assessment tools.
- Implementing new behaviors
- Learning new coping strategies
- Resiliency strategies
- Utilizing teach back methods to ensure understanding

Training Objectives/Tutor Learning Outcomes

Training Objectives

- Provide tutors with an understanding of the pedagogical structure, including the effective use of the tutoring cycle, the Socratic Method and application of course learning outcomes.
- Strengthen the tutor's awareness of learning theories and how learning theories can be applied to tutoring.
- Broaden the tutor's understanding of ethical concerns related to tutoring through advanced diversity, equity and inclusion training.
- Develop methods for managing difficult and/or uncomfortable situations when supporting other nursing students.
- Strengthen the tutor's ability to communicate professionally with faculty, staff and other students. Tutors will model this behavior as a part of their leadership position.
- Enhance the tutor's understanding of teach back methods, including how to assess student approaches to understanding course content.

Tutor Learning Outcomes

Upon successful completion of this training, tutors will:

- Facilitate effective tutoring sessions utilizing the tutoring cycle.
- Apply learning theories to identify student concerns, adapting approaches to meet individual student needs during tutoring sessions.
- Utilize appropriate listening and questioning strategies during tutor sessions.
- Demonstrate ethical practices related to tutoring and handling difficult students.
- Recognize appropriate study skills based on the requirements of nursing courses.
- Understand group dynamics and how it relates to tutoring.
- Apply successful strategies for NCLEX style test-taking to address common test-taking challenges.
- Facilitate knowledge of School of Nursing resources in order to make appropriate referrals.

Course Completion Requirements

Successful completion of the OAS Faculty Nominated Peer Tutor program will include:

- Completion of initial two part new tutor training program. New tutor training will include a self-guided introduction module providing a basic overview of tutoring policies and procedures. The second training will be held in-person or on Zoom with a focus on implementing tutoring processes and strategies.
 - Returning tutors are required to complete a refresher module highlighting important SON policies, program updates and practical application of tutoring methodologies covered during new tutor training.
- Completion of all monthly training and assignments. All training modules are available on the Tutor Portal under the training tab. Trainings may be completed based on the individual student schedule as long as all materials have been completed prior to the end of each semester.
 - New tutors will complete the Level 1 training modules and all associated assignments.
 - Returning tutors (tutors who have completed at least one semester of tutoring) will complete the Level 2 training modules and all associated assignments.
- Tutors are required to attend frequent meetings with the Office of Academic Success. Tutor meetings will provide tutors with course updates pertaining to upcoming exams, pending student requests and changes to coverage needs.
 - Level 1 trainings will occur bi-weekly on Zoom. Tutor meetings will include a mini-training topic designed to help new tutors adjust to the semester pacing. Topics will include time management, reading and note-taking skills, test-taking strategies and self-remediation.
 - Level 2 training will occur monthly on Zoom. Tutor meetings will focus on current needs of the tutoring program including student observed trends, mentoring opportunities and OAS updates.
- All tutors are required to log at least ten contribution hours each semester to remain on track for CRLA Level 1 certification and stipend approval. A total of 25 hours are required to earn the CRLA Level 1 certification. This is typically completed between two and three academic semesters.
- All Faculty Nominated Peer Tutors must maintain the academic standards set forth by the program including a 3.5 cumulative grade point average

Grading

All assignments, discussion boards and reflection papers will be counted as pass/fail. Tutors must complete all training work for the monthly module to be counted as complete and count toward training/stipend requirements

Tutor Contract

All tutors will be asked to complete the Faculty Nominated Peer Tutor contract each semester. This contract represents your implicit understanding of policies in place by the School of Nursing and the Office of Academic Success. Tutors are recognized as student leaders within the School of Nursing and as such must:

- Maintain a 3.5 grade point average each semester.
- Tutors must achieve a B or higher in all nursing courses to remain a part of the Faculty Nominated Peer Tutor program.
- Peer Tutors who receive mid-term warnings or faculty referrals will be transitioned to inactive until satisfactory academic progress has been achieved.
- Demonstrate civility in all interactions with faculty, staff and other students.
- Tutors must maintain professional decorum in all student interactions.

Tutor Status

Tutors are defined “new” or “returning” based on the following:

- New tutors are beginning their first semester of tutoring with The Office of Academic Success. New tutors must complete new tutor training.
- Returning tutors are Faculty Nominated Peer Tutors who have completed at least one semester of peer tutoring with The Office of Academic Success. Returning tutors must complete refresher tutor training.

Tutor Evaluation:

All Faculty Nominated Peer Tutors will complete a self-evaluation near the end of each semester. This evaluation will allow students to reflect on their role as a tutor during the semester, ranking areas of confidence and areas in which additional training would be helpful to their success as a tutoring. The Office of Academic Success will review all self-evaluations and provide written feedback to the tutor with additional information including; OAS feedback, total number of hours completed, and any feedback from students tutored.

Tutor Renewal

Each semester the Office of Academic Success will review the tutorial staffing needs of our office based on program enrollment and individual elements specific to each tutor including:

- A minimum 3.5 semester grade point average, grades in nursing courses of a B or higher, successful completion of HESI exams (if applicable), completion of mandatory training and/or meetings and confirmation of no academic or professional standards violations.

Opportunities for Professional Growth

Returning tutors who complete at least 25 contribution (tutoring) hours and the required Level 1 training are eligible to expand their certification to Level 2. In order to satisfy the requirements for Level 2 certification, tutors must complete an additional ten contribution hours over the following academic year and complete an additional eight hours of training topics.