

A screenshot of a Zoom meeting grid. The grid consists of 20 individual video feeds arranged in 4 rows and 5 columns. The top row shows five participants. The second row has a large white text overlay. The third row has a white text overlay. The bottom row shows five participants, with the rightmost one having a black background. At the bottom of the grid, there are icons for a logo, a mute button, a video button, and a QR code.

# LAC/Gateway Tutor Fall Orientation

Wednesday, August 12, 2020!!



# Mission

## Mission Statement

The Learning Assistance Center (LAC) at Rio Hondo College provides our diverse student population with the tools needed for academic success. Empowering RHC's students to cultivate the abilities, tactics, and behaviors of confident, self-reliant, and enduring learners, the LAC contributes to the college's focus on student-driven learning, increased retention, and success rates. All these services are free for all students of RHC.

## Values

- 1) Quality Tutoring and Learning
- 2) Student Access and Success
- 3) Honesty and Integrity
- 4) Diversity and Equity

A vast field of sunflowers stretches to the horizon under a bright blue sky with scattered white clouds. The sunflowers are in full bloom, with vibrant yellow petals and dark brown centers. The field is densely packed, and the perspective is from a low angle, looking across the field towards the horizon.

# Agenda

*Mission*

*Our Clientele*

*Our Tutor Schedules*

*Our Timecards*

*Promotion*

*Adjournment for LAC Tutors!!! Gateway Tutors remain!!*

# Our Student Patrons

**We serve everyone!!**

- Some looking for place to study, work on computer, or print
- Lacking some study skills

**Underserved/Nontraditional/Developmental Students**

- First generation in college
- Returning to college
- Minority
- Disabled
- Working
- Parent

# Student Engagement Survey - Summer 2020

ITEM 19: During the first three weeks of your first semester/quarter at this college, about how often did you do the following?

Item

Responses	Count	Percent	
<b>19j. Participate in a student-initiated (not required) study group outside of class</b>			
Never	411	84.0	
Once	53	10.8	
Two or three times	15	3.2	
Four or more times	10	2.1	
Total	490	100.0	

<b>19n. Ask for help from an instructor regarding questions or problems related to a class</b>			
Never	152	30.8	
Once	158	31.9	
Two or three times	146	29.5	
Four or more times	39	7.8	
Total	494	100.0	

<b>19o. Receive prompt written or oral feedback from instructors on your performance</b>			
Never	164	33.1	
Once	166	33.5	
Two or three times	123	24.9	
Four or more times	42	8.5	
Total	496	100.0	

# ZOOM!!!!

You will need to establish zoom accounts!

- Once schedules are set, you will establish a reoccurring Zoom meeting link!
- Do you need training/practice, we will provide zoom training for those who need it.

# Your Tutor Schedules

Before you can begin working this semester:

- 1) Consider the time necessary for your responsibilities outside of the LAC.
- 2) Create a schedule in which you indicate hours you are available to work.
- 3) Submit your schedules to Hector before you may begin working.

When we schedule you for the semester, we look at:

The subjects you are qualified to tutor

- The student demand for assistance in certain subjects
- Whether your availability coincides with high traffic times (student demand at certain hours of the day).

Submit your schedules of availability by **Thursday, August 20th**

# Your Timecard

## Due Dates:

1st and 15 of every month

Submit one or two days before, usually Thursday.  
Under new management!

## Department Codes

- LAC
- Gateway
- Basic Skills

## Double Check

- Work dates match month - You are all 'Tutor 2 or Tutor II'
- SSN
- Signed
- Save file as First, Last, Dept - moisesmataLAC



# Outreach

**Unattended Appointments = 1522 (Fall 2019)**

**It is important that you reach out to the students of your courses. Ask professors to allow you offer quick informal class presentations.**



# Adjournment

LAC Tutors - Before you leave!

- 1) Submit your schedules of availability
- 2) For those that have or are interested in a possible Gateway assignment, remain for the second half.

