

# YEAR PLAN

*Tutoring Coordinator*

*Kevin Gilotra*

**McMaster Science Society**

2020-2021

(June 4, 2020)



**MCMASTER  
SCIENCE  
SOCIETY**

## 2020-2021 Year Plan

**Letter from the Tutoring Coordinator,**

*Hello MacSci! My name is Kevin Gilotra, I am your MSS tutoring coordinator for 2020-2021. I hope to spread the accessibility of the MSS tutoring program this year to students across a diverse range of disciplines and age groups. I hope to build on*

improving midterm review sessions and partnering with my VP academic to make the service more affordable through the newly designed token system. By the end of the year, I hope that the service will allow for us to hire tutors who teach a wide range of subjects and are able to connect with students through numerous online platforms. I look forward to working with all of the tutors, students and the rest of the MSS this upcoming year.

Kevin Gilotra

**OBJECTIVES:**

<b>Tutoring Service</b>	
<b>Description/Current State</b>	<ul style="list-style-type: none"> <li>• Tutoring service currently helps lots of undergrad students with academics and mental health support issues as well</li> </ul>
<b>Goal</b>	<ul style="list-style-type: none"> <li>• Improving accessibility of tutoring service</li> <li>• Hiring a variety of tutors who teach more courses</li> <li>• Also improving mental health support through more rigorous training for tutors and using scenario based learning</li> </ul>
<b>Barriers to Success</b>	<ul style="list-style-type: none"> <li>• Tutors may not want to attend longer training</li> <li>• Pandemic has made service delivery entirely online</li> </ul>
<b>How?</b>	<ul style="list-style-type: none"> <li>• Persevere and teach strategies to make the service delivery just as high quality online as it would have been in person</li> <li>• one-on-one zoom calls will be used for tutors to interact with their tutees</li> <li>• scheduling will be done as students request tutors for a specific course through google forms, tutors will then select students through an excel sheet that has all of the responses from the google form</li> <li>• from there, tutors will be paired with students moving forward for as many sessions as needed</li> <li>• tutors will also be accessible for direct requests through the MSS tutoring website</li> </ul>
<b>Long Term Implications</b>	<ul style="list-style-type: none"> <li>• Future students across multiple faculties can have mss tutors work with them and academics will improve!</li> </ul>
<b>Partners</b>	<ul style="list-style-type: none"> <li>• Jake McNairn – vp academic and all mss tutors to be hired</li> </ul>

## EVENTS AND PROJECTS

1. Potentially partnering with Wize - an organization that allows for the tutoring program to run electronically through a Wize account for free.
2. Events: midterm review sessions for physics, chemistry and calculus (level 1) for the months of October, November and February, March.
  - a. Dates, rooms and conditions not confirmed yet as course outlines have not been released
2. organizing token system to ensure that students are offered 3 free sessions before having to actually pay 15\$ per session (3 tokens worth 15\$ each per student)

## GOALS TO STRIVE FOR

### 5 things that you wish to have prepared for the beginning of September:

1. Applications released, promoted and reviewed
2. Interviews completed and final decisions made on who to hire
3. Tutors trained and prepared for fall semester
4. Promoted the service to first year students
5. Contact professors during the summer about midterm review sessions etc.

### 5 things to be completed during the fall term (1-):

1. Running midterm review sessions
2. Checking in with tutors to ensure they meet hourly requirements
3. Checking in with tutors bimonthly to see how service is doing and if anything needs to be changed
4. Continue organizing tutoring sessions
5. Promote token system to first years

### 5 things to be completed during the winter term (2-):

1. Running midterm review sessions
2. Checking in with tutors to ensure they meet hourly requirements
3. Checking in with tutors bimonthly to see how service is doing and if anything needs to be changed
4. Continue organizing tutoring sessions
5. Promote token system to first years

## TIMELINE

Month	Objective/Project/Event/Goals
June	<ul style="list-style-type: none"><li>• create tutoring application, brainstorm questions and promote it to students at mcmaster</li><li>• finalize number of tutors to hire and logistics</li></ul>

	<ul style="list-style-type: none"> <li>• finalize what to assess in application</li> </ul>
July	<ul style="list-style-type: none"> <li>• Review applications and begin interview process</li> <li>• Create questions for interview and figure out how to assess tutors</li> <li>• Final selection process for who to hire as a tutor</li> </ul>
August	<ul style="list-style-type: none"> <li>• Organize tutoring training and figure out what the plan is and what needs to be taught to the tutors before they begin working with students</li> </ul>
September	<ul style="list-style-type: none"> <li>• Launch tutoring service and promote it to first year and other mcmaster students</li> <li>• Promote token system</li> </ul>
October	<ul style="list-style-type: none"> <li>• Check in with tutors every few weeks to ensure things are going well</li> <li>• chem, physics and calculus midterm 1 review session</li> </ul>
November	<ul style="list-style-type: none"> <li>• Check in with tutors every few weeks to ensure things are going well</li> <li>• chem, physics and calculus midterm 2 review session</li> </ul>
December	<ul style="list-style-type: none"> <li>• Complete mid-year report for how tutors did overall during semester and look at feedback from tutees to see how we can improve for the following semester</li> <li>• chem, physics and calculus final exam review session</li> </ul>
January	<ul style="list-style-type: none"> <li>• Check in with tutors every few weeks to ensure things are going well</li> </ul>
February	<ul style="list-style-type: none"> <li>• Check in with tutors every few weeks to ensure things are going well</li> <li>• Chem, physics and calculus midterm 1 review session</li> </ul>
March	<ul style="list-style-type: none"> <li>• Check in with tutors every few weeks to ensure things are going well</li> <li>• chem, physics and calculus midterm 2 review session</li> </ul>
April	<ul style="list-style-type: none"> <li>• Check in with tutors every few weeks to ensure things are going well</li> <li>• chem, physics and calculus final exam review session</li> </ul>