

# LIBRARY AND TUTORING SERVICES

School of Library Services/School of Guidance and Counseling

**Dean:** Dr. Elizabeth L. Cipres

**Academic Chair:** Jayne Sinegal

**Faculty:** Diane Brownlee, Julie Davis-Wolfe, Fred Forbes, Sue Holbrook, Sue Kosmides, Roseann Kosulandich, Mona Kratzert, Karen Leo, Larisa Sergeyeva, Jayne Sinegal, Carol Wassmann

## CURRICULUM

- **Library Services** courses are designed to assist and instruct students in accessing and using the resources they need to successfully complete classroom assignments. The Library Research course fulfills general education requirements for the associate degree and is transferable to CSU and UC.
- **Tutoring** courses teach students to become effective peer tutors (Tutoring 100) and also offer students an opportunity to receive tutoring through the college's Learning Center (Tutoring 301).

## CAREER OPTIONS

With an associate degree or occupational certificate, students trained in library research may pursue careers such as the following:

- Arts/Museum Assistant
- Library Assistant
- Library Technician
- Public Information Assistant

With a bachelor's degree or advanced degree, careers for library and information science majors include the following:

- Archivist/Curator
- Information Specialist
- Librarian
- Public Information Officer
- Publisher/Editor
- Research Analyst
- Writer



## LIBRARY COURSES

### LIB 10: INTRODUCTION TO LIBRARY RESEARCH

**3 Units**

**3 hours lecture**

**Transfers:** CSU, UC

This course provides a thorough introduction to the traditional and digital information resources of an academic library. Major topics include bibliographic formats, reference tools, online catalogs and databases, print and electronic periodical/journal indexes, and digital libraries. Students practice techniques for locating all types of library materials, evaluating the credibility of their search results, organizing information, preparing a bibliography in accordance with the standards of a style manual, and writing annotations. This course is recommended for all students. NR

## TUTORING COURSES

### TU 100: FUNDAMENTALS OF PEER TUTORING

**2 Units**

**1 hour lecture, 2 hours lab**

**Transfers:** CSU

**Recommended Preparation:** Letter of recommendation

Tutoring 100 is a general introduction to the role the tutor plays in education. The course focuses on the practical skills necessary to function effectively as a peer tutor in the student/tutee's chosen area of study. The course discusses individual differences in learning styles and stresses the importance of encouraging independence and good study habits. Students receive training in listening, assertiveness and other human relations techniques applicable to peer tutoring. Course content includes discussion of learning disabilities, tutoring second language learners, and understanding cultural differences. Students will participate in 32 hours of supervised tutoring in the college's Learning Center. NR

### TU 301: SUPERVISED TUTORING

**0 Units**

**3 hours learning center**

This course is designed to facilitate students' learning by offering one-to-one peer tutoring in the college's Learning Center. Peer tutors are advanced students certified by the college and trained in tutoring techniques. The course is recommended for all students experiencing difficulty mastering the concepts in their academic courses. It is an open-entry/open-exit course. Students are entitled to one hour of tutoring per week for each subject, not to exceed three total hours of tutoring per week. R-E-99