YEAR PLAN

Tutoring Coordinator
Ahmed Raza
McMaster Science Society
2023-2024

(submitted Sept 5th, 2023)

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2023-2024 Year Plan

Letter from the Position

Hello MacSci!

My name is Ahmed and I'm returning as the Tutoring Coordinator for the 2023-2024 school year. Over the past two years, the MSS tutoring service was very successful through the online/in-person transition state thanks to our previous TC, Sarah Choe, and VP Academic, Julia Azzi. The service was proud to host over 1000 sessions across a variety of first-year courses. Sarah was also able to establish a supportive community via MS teams for the tutors in which they could ask for help if they're confused, pass on tutees to other tutors who are available to help, and ultimately to ease the process as a whole. The teams also hosted all the pertinent information, forms, documents, etc. for the tutors (including tutor token requests, tutor requests, etc.). I hope to build on this progress by expanding the tutoring service to accommodate upper-years, amplify outreach via in-person classes and social media, as well as establishing a smoother tutor-tutee matching process (with excerpts of each tutor) on the MSS website. I will be carrying on the MS teams (which will also hold resources such as notes and practice problems that tutors can use in their sessions) and tutor-token system from the previous year(s), and implementing a training process that speaks on active learning/teaching methods (in which tutors can "learn how to learn" and share that knowledge with tutees). With these improvements, tutors and tutees alike will be able to grow their skills, build connections by learning together, and be prepared for a great academic year. I look forward to working with all of you this year!

Ahmed Raza
Tutoring Coordinator
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TIMELINE

Month	Objective/Project/Event/Goals
June	Events/Projects: 　1. Open applications for MSS Tutors Things to complete:

	1. Create Google forum containing written application questions 2. Repost and boost outreach of MSS tutor application post on MS teams and social media
July	Events/Projects: 1. Grade MSS Tutor Applications & Host Interviews Things to complete: 1. Mark blinded written applications 2. Send out acceptance and rejection emails, and set up interview times for successful applicants 3. Finalize interview questions and carry out part of the interviews (remaining complete during first week of August)
August	Events/Projects: 1. Hire tutors and add them to new MS teams channel 2. Update tutor profiles on website + work with webmasters on updating filtering 3. Reach out to professors (first-years especially) regarding outreach and review sessions Things to complete: 1. Finish interviews and send out acceptances/rejections with invitation to MS teams 2. Post and finalize tutor forms and documents (tutor list, token requests, etc.) 3. Plan, organize, and hold tutor-specific Training
September	Events/Projects: 1. EDI Training (second week of school) 2. Tutor Social 3. Publish First Tutoring Videos (end of month) Things to complete: 1. Promotion of MSS tutoring service to first years + tutor tokens (via in-class announcements and social media)

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	2. Prepare tutor social (location, time, etc.) 3. Check in with MSS tutors 4. Organize midterm review sessions (location, class, tutors, presentation & resources) 5. Organize MSS Tutoring Youtube Video Lecture (groups, topics, editing, etc.)
October	Events/Projects: 1. Host MSS Midterm Review Sessions 2. Publish Tutoring Videos Things to complete: 1. Check in with MSS tutors 2. Post recording of review session + slides for students 3. Receive feedback on review session 4. Organize MSS Tutoring Youtube Video Lecture (groups, topics, editing, etc.)
November	Events/Projects: 3. Host MSS Midterm Review Sessions 4. Publish Tutoring Videos Things to complete: 5. Check in with MSS tutors 6. Post recording of review session + slides for students 7. Receive feedback on review session 8. Organize MSS Tutoring Youtube Video Lecture (groups, topics, editing, etc.)
December	Events/Projects: 1. Host MSS Final Review Sessions 2. Set up Fall reimbursements 2022 Things to complete: 1. Check in with MSS tutors 2. Post recording of review session + slides for students 3. Receive feedback on review sessions

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	4. Follow up with tutors who have not met the minimum time commitment
January	Events/Projects: 1. Tutor Social 2 2. Boost outreach & promotion Things to complete: 1. Check in with MSS tutors 2. Prepare and organize review sessions 3. Update MS Teams for winter semester 4. Promote MSS tutoring to first years (emphasis on tutor tokens via social media and in-class announcements)
February	Events/Projects: 1. Host MSS Midterm Review Sessions 2. Publish Tutoring Videos Things to complete: 1. Check in with MSS tutors 2. Post recording of review session + slides for students 3. Receive feedback on review sessions 4. Prepare and send out summer tutoring form to see which tutors are interested in summer sessions 5. Organize MSS Tutoring Youtube Video Lecture (groups, topics, editing, etc.)
March	Events/Projects: 5. Host MSS Midterm Review Sessions 6. Publish Tutoring Videos Things to complete: 9. Check in with MSS tutors 10. Post recording of review session + slides for students 11. Receive feedback on review session 12. Organize MSS Tutoring Youtube Video Lecture (groups, topics, editing, etc.)
April	Events/Projects:

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	1. Host MSS Final Review Sessions 2. Set up winter reimbursements 2023 Things to complete: 1. Check in with MSS tutors 2. Post recording of review session + slides for students 3. Receive feedback on review sessions 4. Update website and MS teams for Summer Tutoring 5. Follow up with tutors who have not met the 2-hour time commitment 6. Assist in recruitment of new TC

OBJECTIVES:

Objective 1: Maintaining MSS Tutor Community	

Description/ Current State	- Tutor community is currently established on MS Teams
	    - Includes resources (such as previous slides, resources that will direct students for studying and/or mental health)
	    - Is an open space for tutors to request assistance from other tutors or pass on tutee requests they may have received
	- Difficult for tutors to build connections over an online platform
	    - Emphasizes need for meet-ups and/or socials

Goal	- To further establish a supportive community for tutors using events like MS Tutor Socials
	    - Allows for time for tutors to share stories, network, build interpersonal skills, and overall get to know each other (make friends)
	        - Makes tutoring process more efficient, enjoyable, and less stressful for the tutors
	    - Tutors can learn from one another, ask about their different teaching styles, etc.
	        - Will improve effectiveness of the service and make tutor-tutee matching easier

	- Can have collaborative sessions (sharing resources or sample questions for other students/further reinforces MS teams)
	 - Strengths:
	     - Have experience working and establishing a community (both in field of academia and local community)
	 - Weaknesses:
	     - Scheduling times (availability across all tutors)
	     - Tutors may be shy/introverted and have difficulty getting involved

Long Term Implications	- Resources and slides will have to be managed and updated by future tutoring coordinator - Will boost outreach for tutoring service for future years
Partners	- Wynter Sutchy (VP Academic) - Tutors

Objective 2: Update & Improvements on Tutor Training	

Description/ Current State	- Tutor training currently consists of a lot of information pertaining to the logistics of the service
	     - Who to contact for certain issues, token system, boosting outreach, contract agreements, managing tutor requests & token system, etc.
	     - Quizzes
	 - While these are certainly important topics to cover (and will be continued for this year), there is little emphasis on the teaching itself
	     - Lack of information pertaining to adapting to learning styles, teaching methods, mentorship, etc.

Goal	- To implement a curriculum that covers "teaching students how to learn"

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	- We will equip our tutors with knowledge regarding active studying methods (flashcards, practice problems, spaced repetition, etc.)
	  - These are methods that a lot of students are not familiar with and is the primary reason why they struggle with retaining a lot of information (especially first years)
	- Provide insight on scientific literacy and science communication
	  - Cover qualities of teaching that are necessary to ensure effective science communication (jargon, mediums of teaching, etc.) to guarantee that the information is accessible and accurate
	- These changes can be implemented via adding workshops consisting of quizzes related to the curriculum & having guest speakers
	  - Speakers that are relevant in the field of science communication (and maybe research) are ideal
	- Strengths:
	  - Have had continuous practice with these teaching methods and science communication
	  - Implemented these methods myself (as a tutor) and found improvements in retention and attention span of students
	- Weaknesses:
	  - Training may take up more time
	    - Hard to allocate time at the start of the school year (especially with different availabilities of all students)
	  - Can overcome this by creating a schedule beforehand and communicating with the tutors to find a common time that will work

Long Term Implications	- Will have a greater impact on the academic success of the students and also inspire them to adopt these strategies and share them with their friends/peers - Can encourage them to participate in MSS tutoring service in future years

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	- Will need to be adjusted and edited by future tutoring coordinator to ensure the most efficient methods are covered (more responsibility)
Partners	- Wynter Sutchy (VP Academic) - Tutors - Guest Speaker/Professor (Katie Moisse in mind)

Objective 3: Supplementing MSS Review Sessions	
Description/ Current State	- MSS Midterm & Final Exam review sessions are currently held at the end of each month or prior to a major midterm - While these are and have been very successful, some students have specific questions that require additional time to cover - This makes it difficult for them to cover student-specific questions and be further prepared for their midterm
Goal	- To implement and produce 10-15 minute KA-style videos covering requested topics and upload them onto the msstutoring youtube channel - Allows us to cater to more learning styles (visual + practice problems) which can further prepare students for their midterms - These videos will be produced by groups of 3-4 tutors per topic (with all videos being overviewed by myself) - Strengths: - Wide variety of tutors with unique strengths and interests; enables production of wide variety of topics - Boosts outreach of the mss tutoring service and can help some students find tutors that cater to their learning styles - Weaknesses: - Editing the videos - May take additional time + training

	- Can overcome this by creating a schedule beforehand and communicating with the tutors on the style and logistics of the video
Long Term Implications	- Will have a greater impact on the academic success of the students and also inspire them to try new studying methods - Can encourage them to participate in MSS tutoring service in future years - Will need to be adjusted and edited by future tutoring coordinator to ensure the most efficient methods are covered (more responsibility)
Partners	- Wynter Sutchy - Tutors

EVENTS & PROJECTS

Name of Event/Project: Tutor Social	
DATE	TBD (1 per semester, closer to the beginning of each term; September and January)
PURPOSE	To foster the growth of a supportive and interactive community amongst tutors
PROCEDURE	- Prepare google form/MS form for registering to attend socials - Will have a limit on how many tutors per social (depending on access to rooms/science lounge) - Ask returning MS tutors to give a brief introduction and facilitate icebreakers, small activities, etc. - Prepare snacks & drinks (and/or any other necessities)
DIFFICULTIES	- May be challenging for students who are commuting to attend and feel included in the event
PARTNERS	- Tutors - VP Academic - Communications portfolio
PROJECTED OUTREACH	- Depends on number of students commuting vs. staying on/off campus (estimate 20-50 students)

BUDGET	- TBD (Entire tutoring service budget is $8500, will be divided accordingly)

Name of Event/Project: MSS Tutor Training	
DATE	TBD (first week of september)
PURPOSE	To train and teach the incoming MSS tutors in regards to tutor service logistics (token system, contract, who to contact, etc.)

PROCEDURE	- Contact and collaborate with professors and TAs to create an effective structure for the training session
	     - Includes discussing expectations and material relevant to science literacy and active teaching/studying techniques
	     - Ask professor to be a guest speaker as well
	 - Allocate room and areas for training to take place + finalize the dates
	 - Prepare presentation/slides including information about tutor service logistics as well as any FAQs
	     - Create quizzes to test training progress
	       - Can be kahoots to boost interactivity and engagement
	 - Track attendance of tutors at training and follow-up with any who were not able to make it

DIFFICULTIES	- Ensuring that all tutors are available during a specific date & time - Especially during the first week of school
PARTNERS	- Tutors - Professors, Instructors, and Course Coordinators - VP Academic - President
PROJECTED OUTREACH	- Approximately 60 tutors
BUDGET	- TBD (Entire tutoring service budget is $8500, will be divided accordingly)

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	Name of Event/Project: MSS Midterm & Final Review Sessions (Upper year as well)
DATE	TBD (depending on date of course midterms/finals)
PURPOSE	To review course material and help students prepare for a midterm and/or final

PROCEDURE	- Contact and collaborate with professors and TAs to create an effective structure for the review session
	  - Includes discussing expectations and necessary material to cover for assessment
	- Recruit tutors to lead the review sessions
	  - Send resources and monitor their progress in creating a presentation and preparing practice questions
	    - Ask professor to check over the presentation (only if they are available to do so)
	- Promote the review session on social media, website, and via in-class announcements
	- Track attendance (tutor and participants) and receive feedback for future review sessions

DIFFICULTIES	- In-person review sessions may be more challenging to manage (compared to online) - May be difficult for students to allocate time to attend (especially those that may commute) - Session will be recorded to assist in this matter
PARTNERS	- Tutors - Professors, Instructors, and Course Coordinator - VP Academic - Communications portfolio
PROJECTED OUTREACH	- Will vary from course to course & the number of professors and/or subsocieties willing to assist - (ballpark estimate ~ 100)
BUDGET	- TBD (Entire tutoring service budget is $8500, will be divided accordingly)