



The Master Student Program

2014-2015

The Office of Academic Foundations

Goals of the Master Student Program

The primary goal of the Master Student program is to enhance the success and retention of developmental education students by pairing a highly skilled student with a professor who teaches in the developmental education program. Effective in the 2014-2015 academic year, Master Student funding will also be available for students enrolled in gateway courses, defined as introductory college-credit courses that serve as the general education foundation for a college major. The following developmental education and gateway courses are eligible for master student support:

Reading:

- Developmental Education Compressed: REA 0007, REA 0017
- Developmental Education Modular: REA 0055, REA 0056
- Gateway: REA 1105

Writing:

- Developmental Education Compressed: ENC 0015, ENC 0025
- Developmental Education Modular: ENC 0055, ENC 0056
- Gateway: ENC 1101C

Math:

- Developmental Education Compressed: MAT 0018, MAT 0028
- Developmental Education Modular: MAT 0055, MAT 0056
- Gateway: MAT 1033, MGF 1106, MGF 1107

Participating master students work with faculty and staff to provide one-to-one and small group tutoring to developmental education students enrolled in the faculty's course(s); attend the faculty's class/lab sessions; facilitate group study sessions; assist with the development of essential student success skills involving listening, note taking, studying, and test taking; and help other students in the math and communications tutoring labs.

What Are the Qualifications for Being a Master Student?

To be a master student, one should meet the following qualifications:

- Completion of the Free Application for Federal Student Aid (FAFSA)
- Current enrollment in at least six credit hours of course work
- Maintenance of a 3.0 G.P.A. or higher in the subject(s) to be tutored
- Completion of the appropriate college-level course work in the discipline for which the student will be tutoring (i.e., a minimum of ENC 1101/ENC 1101C for English/reading tutoring and MAC 1105 or MGF 1106/1107 for math tutoring). Higher-level course completion in the appropriate discipline may be recommended.
- Recommendation for employment from a faculty member or Library/Learning Commons professional (e.g., associate dean, Learning Commons manager, librarian, or career-level tutor)
- Demonstration of the following character qualities: Responsibility, dependability, honesty, maturity, friendliness, patience, helpfulness, supportiveness, and sensitivity to a diverse array of students.

Who Are Master Students?

Master students are successful students who excel in the academic area for which they have been selected to help other students. Because of their ability to balance personal and educational responsibilities, master students stand out among their peers. Master students, moreover, possess excellent interpersonal and communications skills, encouraging their peers to feel comfortable asking them for help.

How Do Master Students Differ from Student Tutors?

The distinction between master students and traditional student tutors is subtle. Whereas master students specialize in assisting other students enrolled in designated developmental education and gateway reading, writing, and math courses, student tutors focus on helping college-credit students enrolled in a variety of courses.

Specifically, master students are peer tutors who assist developmental education and gateway course students with their reading, writing, and math course work during scheduled class/lab sessions and in the Learning Commons. Master students attend the faculty's class/lab sessions, tutor students individually in class and in the tutoring labs, facilitate small group study sessions outside class, assist students with questions about instructional software, and help to foster a supportive learning community by using tools and resources recommended by faculty.

Through one-to-one and small group tutoring, student tutors assist other students in a variety of academic areas, including not only communications and mathematics but also the humanities, social and behavioral sciences, the natural sciences, foreign languages, business, accounting, and other subjects. Whereas master students attend faculty's classes and assist during scheduled class/lab time, student tutors work exclusively in the tutoring labs of the Learning Commons.

Who Are Developmental Education Students?

Developmental education students are those who have been placed into one or more developmental areas in reading, writing, or mathematics based on their Postsecondary Education Readiness Test (P.E.R.T.) placement score. For many years, the vast majority of students—approximately 70% annually—at Florida State College at Jacksonville have required course work in one or more developmental education areas. Many developmental education students benefit from reviewing not only academic skills but also student life skills (e.g., goal setting, decision making, time management, listening, note taking, studying, and test taking). Master students help their peers with both academics and study strategies.

How Do Students Become Exempt from Developmental Education?

Florida Senate Bill 1720 exempts many students from taking the college placement test and developmental education instruction.

Effective spring 2014, if a student entered the ninth grade in a Florida public school in 2003 or after and earned a standard Florida high school diploma, or if a student is serving as an active duty member of any branch of the U.S. Armed Services, he or she will not be required to take the placement test (P.E.R.T.) or to enroll in developmental education at any Florida College System institution, including Florida State College at Jacksonville (per State Board of Education Rule 6A-10.0315). Students who meet these criteria are exempt from placement testing and developmental education instruction.

If students are exempt from placement testing and developmental education, they may still opt to be assessed or may enroll in developmental education, and the College will provide assessment and instruction upon their request.

Who Supervises Master Students?

The Learning Commons manager, in consultation with the faculty, supervises Master Students. The hiring supervisor on your campus will inform you of any exceptions to this approach.

Is Being a Master Student Right for You?

If you answer “YES!” to the following questions, then being a master student may be right for you:

1. Do you like to work with other people?
2. Do you have patience when tutoring others?
3. Can you work with and assist developmental education students with their classroom needs?
4. Can you work independently and in conjunction with a faculty member and LLC staff?
5. Do you feel comfortable evaluating another student’s progress?
6. Are you comfortable with using educational technology to support teaching and learning?
7. Will you be comfortable making decisions based on the needs of the student in front of you?

What Are the Responsibilities of Master Students?

Responsibilities for Master Students include the following:

- Attending the faculty’s class/lab sessions when possible and assisting students individually (Please note: You may be assigned to work with one or more faculty members, depending on the campus need.)
- Tutoring students on an individual and small group basis in the tutoring lab areas of the Library/Learning Commons
- Facilitating small group study sessions and workshops on course topics and student success strategies
- Assisting students with the appropriate course software and Web resources

What Tasks Are Master Students Not Expected or Permitted To Do?

Master students are not expected, or in some cases, are not permitted, to do the following tasks:

- Performing clerical duties, such as photocopying and filing (The master student position is an academic and instructional versus clerical one.)
- Grading student papers, quizzes, and tests
- Proctoring quizzes and tests (Only a college faculty member or authorized staff member is permitted to proctor assessments.)
- Supervising a classroom of other students when the instructor is not present

What Are the Rewards of Being a Master Student?

Master students have the opportunity to help other students grow personally and academically. By teaching others, master students also increase their own range and depth of knowledge in the content of their selected courses. One of the greatest benefits for teachers at all levels is the chance to *teach someone else how to learn* and in the process learn more about the learning process. Master students will enjoy personal growth as a result of helping other students in the developmental education and gateway course learning community.

How Will Master Students Be Paid?

Master students receive \$8.05 an hour (Florida State minimum wage) and typically work 10 to 20 hours per week. The maximum number of weekly hours per master student is 20. Master students will complete a time card on a weekly basis and will submit the time card to the Learning Commons Manager or to another designated staff member. Master students will be paid via direct deposit on a semi-monthly basis. Although the employee payroll schedule may vary slightly, the typical pay dates are on the 8th and 23rd of each month. After being hired, please visit the Student Employment office on your campus to complete essential paper work.

What Kind of Training Is Available?

The faculty and Learning Commons professionals on your campus will provide you with an orientation and training program. The orientation will include an overview of the content in this booklet as well as guidelines regarding punctuality and absence; appearance and conduct; and student employee rights and responsibilities.

You will be asked to complete an online training module regarding sexual harassment; in that way, you will be informed of your rights and responsibilities in the college workplace. To access the online training, please visit the following website:

<http://training.newmedialearning.com/psh/flccjacksonville/choice.htm>

You may also be asked to complete training on topics such as the following:

- Interpersonal Skills
- Customer Service Skills
- Subject-Specific Tutoring Techniques
- Use of Subject-specific Software for reading, writing, or math
- Use of the Blackboard learning management system

What Are Some Tutoring Tips?

1. Be a good listener so that you can understand the student's difficulty and therefore provide clear, concise instruction.
2. Stay focused on the academic task at hand.
3. Be understanding, remembering that some students may feel uncomfortable asking for help.
4. Relate lessons to life experiences to help students understand new concepts.
5. Be sure to encourage and praise the student when he/she correctly responds to instruction. Everyone responds well to positive feedback.
6. If reading appears to be a problem, read aloud to each other and ask questions. It may sometimes be necessary to read small portions of a passage at a time to ensure comprehension.
7. If math appears to be a problem, review the concepts that lead to solving the present problem. Math is hierarchical, and it is important to identify the concept that the student is missing.
8. Avoid providing students with answers; instead, allow them to explain their thinking and offer alternative ways to solve an academic problem.
9. Stay positive. If you become frustrated, take a short break.
10. Enjoy the opportunity to help with another student's success. Both tutor and student will learn from the experience.

We are delighted that you will be serving as a master student! Students really enjoy learning from other students, so as a peer tutor, you have the opportunity to make a positive difference in another student's college education. Best wishes for a great year of learning, tutoring, and touching lives!