



OFFICE OF THE DEAN

21250 Stevens Creek Blvd. BLD L1, Cupertino, CA 95014

PAL JOB DESCRIPTION

ABOUT THE PEER ASSISTED LEADER PROGRAM

The Peer Assisted Learning program was developed with different academic support models in mind such as the Embedded Tutor, Supplemental Instruction model, and the peer tutor caseload. It is currently being piloted in the Social Science and Humanities Division. Based on research, courses that have low success rates are selected to ensure students have all the tools necessary to be successful and to close the equity gaps. The peer tutoring model was selected to address this concern. Anecdotally, students have reported that they respond better to their peers versus their instructors. In the past, the SSH department has implemented similar programs in various ways that have shown to be successful.

Peer Tutoring Models Used

- *Supplemental Instruction*
 - Hosts study sessions after class. Facilitates learning. Does not reteach the information but helps the students by using collaborative learning techniques
- *Embedded Tutor*
 - May be of assistance while sitting in the class to help the student
- *Peer Academic Coach*
 - The tutor is assigned a caseload of students for the quarter to provide one on one and group assistance.

Purpose:

- To increase retention within targeted historically difficult courses
- To improve student grades in targeted historically difficult courses
- To increase the graduation rates of students
- To support the division's academic support and;
- To enhance the peer to peer learning community

PAL Minimum Program Requirements

1. PALS must have taken the course or is currently enrolled in the course with a 3.0 GPA
2. *3.0 GPA and at least a B or better in the course*
3. Mandatory FERPA Training to help understand student confidentiality
4. All PALS must be able to attend a mandatory training regarding Collaborative Learning Techniques. PALS will learn different learning techniques to use in their sessions versus reteaching the information. This role is not a substitute for class instruction.

5. Must be available to attend the course and meet with the professor weekly.

Preferred Requirements:

1. A sense of warmth and kindness
2. Positive and inquisitive attitude with a desire to learn and innovate
3. Ability to communicate effectively, with attention to detail
4. Familiarity with Microsoft Office 365 Word and Excel
5. Enjoy working with students and instructors
6. Enjoy working in group settings.

Time Commitment – Up to 10 hours per week

- 5-6 hours a week student sessions/one on one
- 1-hour per week meet w/ the class instructor
- 2 hours sitting in the course
- 1-hour planning for sessions/meet with Program Coordinator