ENGLISH LEARNING CENTER
GUIDELINES FOR LAB INSTRUCTORS

• **What is an Instructor supposed to do?**
  o Attend ELC during assigned hours
  o Tutor Ohlone students (10-15 minutes maximum if other students are waiting)
  o Help maintain the learning environment
  o Help students find materials
  o View yourself as part of the ELC staff, seeking ways to help the others
  o Assist anyone with questions regarding English
  o Explain and sign-off 150s, 160s, and 170s work

• **Where is an Instructor supposed to be?**
  o The entire ELC is your responsibility
  o Use the Instructor’s Table as a base, but it is not necessary to anchor there
    ▪ Keep an eye out for students waiting at instructor table
  o If nobody’s coming to you, go out and seek ways to help students
  o If you circulate throughout the Center, students will feel more comfortable coming to you for help

• **What is the relationship between Instructor and Learning Center staff?**
  o As ELC Instructor, provide academic support to Instructional Assistants and tutors
  o ELC staff will help students find their work, show them how to correct it, and will record the results
  o ELC staff and student tutors are also available for tutoring
  o Instructor should help the rest of the staff whenever free

• **To whom should an Instructor bring problems?**
  o General policy questions – the ELC Coordinator or the Dean
  o Program/curriculum issues – ELC Coordinator, Course Coordinator, or ELC I.A.s
  o Equipment problems – Technical support staff, Instructional Assistants, the Coordinator or Dean
  o Discipline issues – the Coordinator or Dean

• **What should an Instructor do if s/he can’t be in the ELC for the assigned hours?**
  o Try to find a replacement
  o Notify the Departmental Secretary (659-6173)
  o Notify the ELC Coordinator (979-7457) and the ELC staff Fremont (659-6087) and Newark (742-2371)
• **What should an Instructor do in case of an emergency?**
  - In the absence of the coordinator or dean, you are the lead person (as in your own classroom)
  - Emergency exit between HH207 and HH208
  - Call security if needed or ask a staff member to call
  - Key phone numbers
    - Campus Security – 659-6111
    - ELC Coordinator – 979-7457
    - Dean Language Arts – 659 - 6276
    - Buildings and Grounds – 659-6105
    - Help line, Desktop Support – 659-7333
    - IT in Hyman Hall – 1st floor 659-6183/979-7990 2nd floor 979-7993
    - Web CT Info/Help – 659-6162
    - Math Center Coordinator – 659-6174
    - Health Center – 659-6258
    - Evening Dean (5–10 p.m.) – 659-6111 (through Campus Security)

• **What kinds of activities/facilities are in the English Learning Center?**
  - **Student work**
    - Students use the software on the designated PCs to complete 170s assignments for reading and writing courses (priority given to 170s students).
    - Students can use any computer for word processing and internet access.
    - Students work on print material for reading and writing courses and for assignments from other classes
  - **Equipment/Materials**
    - PCs
    - Scanners located at media stations
    - Workstations for students with disabilities: one Kurzwell and two Jaws
    - Overhead projectors and computers/DVD players in the classrooms
    - Smart Board for instructor use only – see IT staff
    - DVD players in Instructional Video room
    - Audiocassette players in the testing area
    - Instructional audio and videocassettes in the testing area
    - Reference materials including MLA handbook, dictionaries, thesauri, grammar handbooks at counter

• **What kinds of help can an Instructor give?**
  - Give the kind of help you would want another Instructor to give your students
  - Limit time if other students are waiting (10-15 minutes per student)
  - At all other times, instructors should spend as much time as the students need and the Instructors have available

• **What are the responsibilities of Instructors for the writing courses?**
  - Explaining grammar and other assigned work including essays
- English 101A
  - Help students with research papers, especially help with listing citations
- English 151A and 151B
  - Help students with writing, grammar, English questions, and lab assignments

**What are the responsibilities of Instructors for the reading and self-paced lab courses (150s, 160s, and 170s)?**

- Explain any confusing reading or writing materials and assignments
  - NOTE: Ask the students to show you their assignment and direction sheets – these sheets explain what both students and instructors need to do
  - Ask students if they are having any problems
- Monitoring and signing off on the completion of work
  - Reading and Writing materials
    - Students self-correct and show completed work
    - Sign off progress in two places
      - Specific program’s Record Form
      - Course’s Record Sheet
    - If a program is completed that day, sign off on the course’s Record Sheet
    - If you see a pattern of errors or several errors in a specific assignment, ask the student if s/he needs help
    - For English 163, students will read newspaper and magazine articles and books; your responsibility is to look at the specific items required on the assignment sheets and make sure all components are present
  - Computer material
    - Instructor initials each day’s activity in student’s log (limited to three hours per day)
- Correction of student work
  - Some material will require you to read the material before you can sign off on it
  - All reading assignments are short