

# Tutoring and Academic Support

For In-class and Remote Students

# Programs Offered at CIC

## ❖ **TEACHER ACADEMIC SUPPORT**

- Provided by your class teachers during their posted available times. Great for course specific questions, questions about instructions and assignments, or for teacher specific questions.

## ❖ **TUTOR ACADEMIC SUPPORT**

- On-going weekly **mandatory** tutoring for students who are struggling in their course(s). Takes place with a CIC hired tutor. May be requested by teachers, vice-principal, guidance or liaison. Students see the same tutor up to twice a week to get one on one support.

## ❖ **TUTORING SESSIONS**

- One-time tutoring session with a CIC hired tutor. Students can apply for appointments and will be booked into the tutors schedule. Student must re-apply for every appointment Great for essay editing, reviewing course content and going over difficult concepts. Also great for practicing skills learned in class.

## ❖ **PEER TUTORING**

- Tutoring conducted by other students who are either taking the course or have already completed it and are strong students. Great if you need first language assistance.

# The Tutors

## ❖ **MS. ZOEY JAMES**

- Tutoring Coordinator
- Also tutors Social Sciences and English

## ❖ **MS. ERIN HOPKINS**

- Tutors English, Social Sciences and Science
- Science specialties are Chemistry and Biology

## ❖ **MR. ASHAN JAMES**

- Tutors Math from Gr 9 – 12
- Tutors both Data Management and Calculus and Vectors

# Tutoring Sign Up

All Sign up forms are available on the Academic Support & Tutoring Moodle Page:

Link: <https://moodle.cic-totalcare.com/course/view.php?id=534>

Enrolment Key: tutoring

## ❖ Peer Tutoring:

- If you want to be a peer tutor or you would like to receive peer tutoring please fill out the “Peer Tutoring Sign Up Form”
- After you sign up Ms. Zoey will match you with another student (this can take a couple of days). You will receive an email once you have been matched with further instructions.

## ❖ Tutoring Sessions:

- If you would like to book a tutoring session with Ms. Erin, Ms. Zoey, or Mr. James please fill out the “Tutoring Session Request Form”. Students must re-apply each time they wish to book.
- You must attempt to attend your Teacher’s Academic Support before booking an appointment.

## ❖ Tutoring Academic Support:

- If you feel as though you need on-going weekly support please email Ms. Zoey at [zjames@cic-totalcare.com](mailto:zjames@cic-totalcare.com)

# Tutoring Sign Up

- ❖ All programs are available to both in-person and remote students
- ❖ Once you have successfully signed up you will receive a confirmation email with the information regarding your tutoring session. **Please read this email carefully.**
- ❖ All sessions are held over Zoom. Your confirmation email will contain the Zoom link and passcode needed to join your tutoring session.
- ❖ Not sure what type of help you need? That's okay send Ms. Zoey an email and she will help you pick.

# Teacher Academic Support Sign Up

- ❖ To sign up for Teacher Academic Support, please speak to your teachers directly.
- ❖ Teachers will announce their academic support hours in class, you can also ask Ms. Zoey or Liaison office for you teacher's academic support hours.
- ❖ My Academic Support hours are:

# Important Information

- ❖ Please attempt to **visit teacher academic support hours first**. The tutoring center has limited spots and will prioritize students who are unable to attend teacher academic support hours due to time zone location.
- ❖ Before attending a tutoring session for editing you **must** enter any essays/written work into **Grammarly**. This reduces time spent on grammar mistakes so tutors can focus on bigger issues.
- ❖ Book **well in advance**. Tutoring sessions book up fast and we are less likely to be able to accommodate last minute requests. This is especially true during CCA/ Exam week. Tutors can still assist you even if you have incomplete work to go over.

# Questions?

Any questions about Academic Support and Tutoring  
can be sent to

**Ms. Zoey**

**at**

[zjames@cic-totalcare.com](mailto:zjames@cic-totalcare.com)