

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

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** use spell check on your essays/written. This reduces time spent on grammar and spelling 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