

YEAR PLAN

Tutoring Coordinator

Sarah Nizami

McMaster Science Society

2024-2025

(submitted September 4th, 2024)

MCMASTER
SCIENCE
SOCIETY





2024-2025 Year Plan

Letter from the Position

Hi MacSci!

My name is Sarah and I am excited to start as the Tutoring Coordinator for the 2024-2025 school year. Over the last few years, the MSS tutoring service has been very successful thanks to our previous Tutoring Coordinator, Ahmed Raza and VP Academic, Wynter Sutchy. The service has hosted over 1,000 sessions across many first-year courses. In addition to one-on-one tutoring and review sessions, Ahmed established video lessons for the MSS tutoring YouTube channel, providing science students with an alternative and accessible means of learning. This year, I aim to build on these achievements by expanding our video lesson offerings, ensuring that students from all years have access to diverse and comprehensive resources. Additionally, Wynter and I have taken steps to simplify the tutoring process by hiring for role-specific positions within our team, allowing for more specialized and efficient support. I will also continue utilizing the MS Teams channel, which has been instrumental in fostering communication and collaboration among tutors. I plan to enhance this platform by integrating more resources, such as notes, practice problems, and interactive sessions where tutors can exchange tips and strategies. My overarching goal for this year is to further strengthen our tutoring program, making it even more supportive and effective for both tutors and tutees. I look forward to working with all of you to make this year a success.

Sarah Nizami

Tutoring Coordinator

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TIMELINE

Month	Objective/Project/Event/Goals
June	Events/Projects: 1. MSS tutor applications Things to complete:



	1. Create Google form with written application questions
July	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Grade written applications and host interviews <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Mark written applications 2. Send out acceptance and rejection emails 3. Schedule and carry out interviews
August	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Hire tutors and add them to MS Teams channel 2. Update tutor profiles on website <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Mark interview responses and finalize list of tutors 2. Send out acceptance/rejection emails 3. Make tutor forms and documents 4. Plan, organize and hold tutor training
September	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. EDI Training 2. Publish tutoring videos 3. Outreach and promotion <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Promotion of MSS Tutoring service to first years (in class announcements, social media) 2. Organize midterm review sessions 3. Work with Video Tutors to create and publish first set of video lessons 4. Check-in with all tutors
October	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Host MSS Midterm Review Sessions 2. Publish tutoring videos 3. Tutor Social <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Post recordings and slides of review sessions 2. Work with Video Tutors to create and publish video lessons 3. Organize tutor social



	4. Check-in with all tutors
November	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Host MSS Midterm Review Sessions 2. Publish tutoring videos <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Post recordings and slides of review sessions 2. Work with Video Tutors to create and publish video lessons 3. Check-in with all tutors
December	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Host MSS Final Review Sessions 2. Publish tutoring videos 3. Set up Fall reimbursements <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Post recordings and slides of review sessions 2. Work with Video Tutors to create and publish video lessons 3. Check-in with all tutors
January	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Outreach and promotion 2. Publish tutoring videos <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Promote tutoring service to first years 2. Work with Video Tutors to create and publish video lessons 3. Check-in with all tutors
February	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Host MSS Midterm Review Sessions 2. Publish tutoring videos 3. Tutor Social <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Post recordings and slides of review sessions 2. Work with Video Tutors to create and publish video lessons



	<ol style="list-style-type: none"> 3. Check-in with all tutors 4. Organize tutor social
March	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Host MSS Midterm Review Sessions 2. Publish tutoring videos <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Post recordings and slides of review sessions 2. Work with Video Tutors to create and publish video lessons 3. Check-in with all tutors
April	<p>Events/Projects:</p> <ol style="list-style-type: none"> 1. Host MSS Final Review Sessions 2. Publish tutoring videos 3. Set up Winter reimbursements <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Post recordings and slides of review sessions 2. Work with Video Tutors to create and publish video lessons 3. Check-in with all tutors

OBJECTIVES:

Objective 1: Enhance promotion of tutoring service to first years	
Description/ Current State	<ul style="list-style-type: none"> - The current state of promotion primarily involves word-of-mouth and online promotion. - Many first-year students are unaware of the full range of tutoring services available, leading to underutilization, especially at the start of the academic year.
Goal	<ul style="list-style-type: none"> - Improve Awareness: Increase awareness and engagement among first-year students about the tutoring services offered by MSS. - Boost Participation: Encourage higher participation rates in tutoring sessions from the start of the academic year. <p>How to achieve goal:</p>



	<ul style="list-style-type: none"> - Social Media Campaign: Launch a targeted social media campaign using Instagram - Classroom Presentations: Organize brief presentations in first-year lectures to introduce the tutoring service. - Interactive Q&A Sessions: Host live Q&A sessions on social media and in-person to address any questions first-years may have about tutoring. <p>How the goal supports students:</p> <ul style="list-style-type: none"> - Actions: Increased promotion will lead to higher engagement, ensuring first-year students have the academic support they need. - Underlying Goals: By enhancing awareness, students will feel more supported, potentially leading to better academic performance and a stronger sense of community. - Strengths: Strong communication skills and experience with social media marketing will help effectively reach and engage with first-years. - Weaknesses: Limited time and resources might make it challenging to implement all promotional activities. To overcome this, I'll prioritize high-impact initiatives.
Long Term Implications	<ul style="list-style-type: none"> - Increased Awareness: Greater awareness and early engagement could lead to sustained participation in the tutoring service throughout the students' academic careers. - Stronger Academic Foundation: First-years who engage early with tutoring services are more likely to build a strong academic foundation, contributing to their long-term success. - Enhanced Community: Improved promotion fosters a stronger sense of belonging and community among first-year students within the Faculty of Science.
Partners	<ul style="list-style-type: none"> - Wynter Sutchy (VP Academic) - Sanjanaa Arunagiri and Dasnoor Saini (Social Media Coordinators)



Objective 2: Increase output of video lessons	
Description/ Current State	<ul style="list-style-type: none"> - The current video lesson offerings are limited, primarily supplementing review sessions without additional tailored content. - Expanding video content could better address students' needs and provide continuous support throughout the semester.
Goal	<ul style="list-style-type: none"> - Expand Content: Increase the number of video lessons produced and ensure they cover a broader range of topics. - Student-Driven Content: Implement a system that allows students to request specific topics for video lessons, ensuring that content is relevant and timely. <p>How to achieve goal:</p> <ul style="list-style-type: none"> - Feedback Form: Create and distribute a form where students can suggest and vote on topics they want covered in video lessons. - Monthly Video Production: Collaborate with video tutors to create and release new videos monthly based on student feedback. - Supplement Review Sessions: Continue using video lessons to supplement review sessions while also expanding their use as standalone study aids. - Promote Videos: Increase promotion of these video lessons through social media and avenue announcements. <p>How the goal supports students:</p> <ul style="list-style-type: none"> - Actions: By directly involving students in content creation, the tutoring service will be more responsive to their needs, resulting in higher satisfaction and improved learning outcomes. - Underlying Goals: Providing relevant and high-quality video lessons on a regular basis will enhance the academic experience, particularly for students who prefer learning through visual and auditory means. - Strengths: Experience in organizing and managing projects, along with strong collaboration skills, will aid in efficiently coordinating the video production process.



	<ul style="list-style-type: none"> - Weaknesses: The challenge of balancing the production schedule with other tutoring services might arise. To mitigate this, I'll work closely with video tutors to set realistic timelines and ensure consistent output.
Long Term Implications	<ul style="list-style-type: none"> - Enhanced Learning Resources: Regular video lesson production will create a valuable repository of learning materials that can be used by current and future students. - Student Engagement: A student-driven approach to content creation will foster greater engagement and a sense of ownership among students in their learning journey. - Adaptability: The system for topic selection will allow the tutoring service to quickly adapt to the evolving academic needs of students.
Partners	<ul style="list-style-type: none"> - Wynter Sutchy (VP Academic) - Video Tutors

EVENTS & PROJECTS

Name of Event/Project: Midterm and Final Review Sessions	
DATE	<ul style="list-style-type: none"> - TBD - host all review sessions a week in advance of assessment
PURPOSE	<ul style="list-style-type: none"> - To provide students with comprehensive review sessions before midterms and final exams, helping them consolidate their knowledge and improve their performance. - To create a collaborative environment where students can engage with tutors and peers, ask questions, and clarify difficult concepts.
PROCEDURE	<ul style="list-style-type: none"> - Planning: Identify key topics and concepts that will be covered in the review sessions based on course content. - Scheduling: Coordinate with review session tutors and faculty to set dates and times for the review sessions, ensuring they are held well in advance of the exams. - Promotion: Use social media and avenue to inform students about the sessions, encouraging attendance.



	<ul style="list-style-type: none"> - Execution: Tutors will lead the review sessions, guiding students through the material, answering questions, and providing practice problems. - Follow-Up: Collect feedback from students after each session to assess its effectiveness and identify areas for improvement in future sessions.
DIFFICULTIES	<ul style="list-style-type: none"> - In person review sessions would be harder to organize due to factors like location capacity and turnout
PARTNERS	<ul style="list-style-type: none"> - Wynter Sutchy (VP Academic) - Review Session Tutors - Course instructors
PROJECTED OUTREACH	<ul style="list-style-type: none"> - Will vary depending on course
BUDGET	<ul style="list-style-type: none"> - TBD

Name of Event/Project: Tutor Socials	
DATE	<ul style="list-style-type: none"> - TBD - One per semester
PURPOSE	<ul style="list-style-type: none"> - To build a sense of community among tutors, fostering stronger relationships and collaboration within the tutoring team.
PROCEDURE	<ul style="list-style-type: none"> - Planning: Decide on the format and activities for the socials (e.g., icebreakers, games, discussions, etc.). Choose a suitable venue or online platform for the event. - Scheduling: Select dates and times that work well for the majority of tutors, ideally outside of peak academic periods to ensure maximum participation. - Invitation: Send out invitations via MS Teams and email, encouraging all tutors to attend. Provide details about the event and any activities planned. - Execution: Host the social, facilitating interactions and activities that encourage participation and bonding among tutors. Ensure a welcoming and inclusive atmosphere.



DIFFICULTIES	<ul style="list-style-type: none">- Ensuring a high turnout might be challenging, especially if tutors have busy schedules.
PARTNERS	<ul style="list-style-type: none">- Wynter Sutchy (VP Academic)- Tutors
PROJECTED OUTREACH	<ul style="list-style-type: none">- Expected outcome is 20-40 tutors
BUDGET	<ul style="list-style-type: none">- TBD