

Suggested checklist for setting up a **LEAD** Learning Center (LC) for your course

1. **Determine the hours** you (and any other instructor assigned a section of the course) are willing to use your “office hours” to run a **Learning Center** (LC) in some classroom. Generally, this should be 1.5-2.0 hrs/instructor/week.
2. **Reserve room:**
 - a. Contact Lahne Black (x4074, lahne@mst.edu) [backup Jennifer Thorpe (x4224, thorpei@mst.edu)] to reserve a room at days/times you want. Room requests can also be sent to acadreserve@mst.edu.
 - b. Request that the reservation information be sent to the LEAD admin assistant, 209 Norwood Hall, x7276. Department name on reservation should be the LEAD Program and course number. If you have difficulty, contact the LEAD office at 209 Norwood (x7276).
3. **Send** Jeff Winiarz (winiarzi@mst.edu) the following **information** (simple email is fine) in order that I can advertise the information on the website.
 - a. Course number (name), e.g. Chem 1 (General Chemistry), Math 15 (Calc for Engrs II).
 - b. List faculty participating in the Learning Center (at least one on duty during open hours).
 - c. Building and room number reserved through central campus reservation system.
 - d. Days and hours that the Learning Center will operate.
 - e. Number of students enrolled in the sections serviced by the Learning Center.
4. If over 60 students are enrolled in sections with faculty participating in the LC, you can request a Peer Learning Assistant (PLA) be supplied to work in the Learning Center with you. PLAs are undergraduate students who received an A in the course, have a cumulative GPA of 3.6, and participate in monthly LEAD Training. Usually, the instructor’s assistance in recruiting a PLA is critical. Note: if you have a record that at least 20 students regularly attend the LC you have established, then LEAD can probably supply a PLA even for smaller enrollment courses.
5. LEAD advertises that academic assistance begins the second week of classes; however, you can communicate with your students if your Learning Center begins the first week.
6. **Include LC information in your syllabus** if possible and distribute to your students.
7. **Remind your class** at the end of EACH class period that you or another instructor of the course will be available during the Learning Center hours (occasionally review hours with them) and that that will be an efficient way to work on homework collaboratively.
8. **At the Learning Center:**
 - a. Encourage students to work problems together on the chalk or white board and figure out solutions by cooperation. To break natural reluctance, “volunteer” them to form fluid groups. Avoid hovering and being part of the solution.
 - b. Enjoy watching them learn.
 - c. Do not use this time to lecture but as guided time-on-task for the students.
9. **OPTIONAL:** Have students record their learning center attendance on a roster sheet or through the LEAD swipe-card system – but give no or just a percentage points for it. This just helps with assessing the usage and impact of the LC. It can be valuable research data for projects in the Scholarship of Teaching and Learning (contact Winiarz).

Practical Tips and Recommendations:

Do only 1.5-2.0 hours/week of learning center as your office hours, either in the late afternoon or early evening. Not all students will be able to make it, but don't stretch hours to accommodate. You want to concentrate them in time to boost collaborative density. Have homework due on a regular specific day (e.g., Wednesday or Wednesday/Friday). **You don't need to always collect or grade every problem when you do.** Have the Learning Center the day before homework is due (at most two days before) in the late afternoon or early evening. Always be there -- and remind your students that YOU are there to help them succeed. It is for everyone to improve, hone and validate mastery – not just those that are struggling. Don't call it a "help session". It is a **cooperative student-oriented guided-learning center**.

More practical tips can be found at <http://lead.mst.edu/docs/lcpracticaltips/>.