

King's College Peer Tutoring Syllabus New Tutor Training Fall 2011

Training Instructor

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Description of the course

This course will provide initial training for Tutors at King' College based on criteria established by the College Reading and Learning Association's (CRLA) Level 1/Regular Tutor certification.

The training is designed to allow tutors to earn 2 hours CRLA Level 1/Regular certification. Follow-on training will combine classroom and on-line course work. All tutors must complete this session before beginning work with students.

Certification

To earn Level 1 CRLA certification, tutors must:

- attend New Tutor training and complete a total of 10 hours of training as outlined in Level 1 Training (Attachment 1)
- provide at least 25 hours of tutoring;
- receive satisfactory evaluations from tutees and Tutorial Coordinator.

Training Outline

Orientation

- Introduction to the Academic Skills Center and its services
- Introduction to CRLA

The Role of the Tutor

- Ethics and philosophy of King's College Peer Tutoring Program
- Defining tutoring and tutor responsibilities
- Basic tutoring guidelines
- Basic do's and don'ts
- Setting goals/planning

Tutoring Techniques

- Being a role model
- Communication skills
- Introduction to commonly used techniques

Employment Information

- King's College employment policies and procedures
- Time card and pay information

Training Required for Level 1 Certification

Topic	Amount of Time	Date of Training
New Tutor Training	2 hrs	6, 7, or 8 September 2011
Learning Strategies Workshop: Time Management	1 hr	See Attachment 2
Learning Strategies Workshop: Note Taking Skills	1 hr	See Attachment 2
Learning Strategies Workshop: Citing Sources	1 hr	See Attachment 2
Tutor Video Series <i>Introduction to Tutoring</i> <i>The First Session</i> <i>Diagnostic and Socratic Method</i> <i>Tutoring Learning Skills</i>	2 hrs	28 September – 3:30 – 5:30 – A 010
<i>A Look at Productive Tutoring Techniques: Module 1: The Tutor's Role</i>	1 hr	18 October – 3:30 – 4:30 – A 010
<i>A Look at Productive Tutoring Techniques: Module 2: Positive Reinforcement</i>	1 hr	19 October – 3:30 – 4:30 – A 010
<i>A Look at Productive Tutoring Techniques: Module 3: Listening Skills</i>	1 hr	27 October – 3:30 – 4:30 – A 010
Total Level I Training	10 hrs	

Fall 2011 Learning Strategies Workshops Program Schedule

**Workshops will be held on Tuesdays (3:30-4:45PM) and Wednesdays (2:10-2:50PM)
In McGowan 422**

Planning for a Successful Semester: Time Management

(bring a planner & syllabi)

Tuesday, September 6

Wednesday, September 7

Notetaking Skills

Tuesday, September 13

Wednesday, September 14

Test Preparation

Tuesday, September 20

Wednesday, September 21

Learning Styles

Tuesday, September 27

Wednesday, September 28

Advisement: Choosing Spring Classes

Tuesday, October 4

Wednesday, October 5

I Have My Midterm Grades: Now What?

Tuesday, October 25

Wednesday, October 26

Memory Techniques

Tuesday, November 8

Wednesday, November 9

Citing Resources

(Bring a paper and resources)

Tuesday, November 15

Wednesday, November 16

Stress and Anxiety: Stress Busters

Tuesday, December 6

Wednesday, December 7

QUESTIONS??? Call the ACADEMIC SKILLS CENTER 570-208-5841