ATTENTION TUTORS: Please regularly check your @mail.weber.edu address for course/department related notifications and assessments.

Course Sections:

**Ogden Campus**
- **Wednesdays:** 12:30 pm (SC 261)
- **Fridays:** 1:30 pm (SC 261)

**Davis Campus**
- **Thursdays:** 1:30 pm (Rm. 306)

Online Assignments (New Tutors)
Complete the following online training modules by February 22 (worth 3 training hours):
1. Safety/Emergency Preparedness
2. Tutoring Ethics
3. Resources and Referrals

Access to Modules: canvas.weber.edu; enter your Wildcat user name and password; choose ED2920; click on appropriate module and follow directions.

Topics, Instructors and Schedule:

**Week 1**
1/7
Review Syllabus & 7 Habits of Highly Effective Tutors (Kathryn Strebel)

**Week 2**
1/14
Questioning Techniques - Part 2 (Jonathan Zempter)

**Week 3**
1/21
Listening Techniques (Lynnae Dopp)
(End of Level 2 Training)

**Week 4**
1/28
Handling Test Anxiety (Kathryn Strebel)

**Week 5**
2/4
Critical Thinking Skills (Jonathan Zempter) *(Award CRLA Level 2 Certificates)*

**Week 6**
2/11
Working with Students with Disabilities - Guest Speaker (& Lynnae Dopp)

**Week 7**
2/18
Structuring the Learning Experience (Claire Hughes)
Week 8  Memory and Retention Strategies (Lynnae Dopp) *(Award CRLA Level 1 Certificates)*

Week 9  **SPRING BREAK**

Week 10  Adult Learners (Sharadee Allred)

*Master Tutor Observation Paper due Friday, March 15!*

Week 11  Developing Tutee Concentration (Luke Harris)

Week 12  Building Student Confidence (Luke Harris)

Week 13  Leadership (Donalyn Sessions)

Week 14  Review of Level 1, 2 and 3 Training Topics/Master Tutor Presentations (Lynnae Dopp) *(Award CRLA certificates)*

**Weekly Online Discussion Posts:** Tutors are required to participate in a weekly online journal. After reflecting upon the concept presented in class, please apply the concept/s in your tutoring and then post a 250-word response to the questions found online for that week. **Each weekly post is due by Friday of the following week of class.** To earn one hour of training credit, you must BOTH attend class and do an online posting.

Credit for the class may be earned by attending **10 of the 13** training sessions, completing the weekly journal entries, and completing other evaluations as notified by e-mail. NEW TUTORS are also to complete the three online training modules and the Master Tutor Observation Paper.

*Master Tutor Observation Paper:* New tutors are to observe a “Master Tutor” during one session and write a one page (double spaced) report on the techniques you observed the tutor using. This assignment is due to your supervisor by the **Friday of Week #10.**

Sometime during the semester you will be observed by your supervisor as you work. An evaluation will be completed and feedback given at a one-on-one meeting you should schedule with your supervisor within 48 hours of the observation.

*If you are a certified tutor at Level 2 and wish to reach the 3rd Level of “Master Tutor,” you will need to meet with your supervisor to discuss a “capstone project” to complete by the end of the semester.*

If you quit tutoring and no longer attends class, you must **officially withdraw** from the course or it will show up as an “unofficial withdrawal” on your transcript.