

**Tuesdays:** 11:30 am (SC 141) Hughes  
1:00 pm (SC 141) Sneddon

**Wednesdays:** 12:00 pm (SC 141) Dopp  
1:00 pm (SC 141)New Dir.

**Davis Campus**

**Thursdays:** 1:00 pm (Rm. 303) Balmert

**SYLLABUS**  
**ED 2920 Tutor Training**

**FALL SEMESTER**  
**2008**

**NEW TUTORS:** Complete the **Safety/Emergency Preparedness, Tutoring Ethics and Resources and Referrals** on-line training modules by September 26. **Access:** [online.weber.edu](http://online.weber.edu); log in with your Wildcat username and password; choose “ED2920; click on appropriate module and follow directions.

Week #1      Get Acquainted/Syllabus Review /Pre-Test(Hughes)  
8/25

Week #2      Tutoring Techniques (Strebel)  
9/1

Week #3      Communication Activity #1 (Dopp)  
9/8

Week #4      Questioning Techniques (Hill)  
9/15

Week #5      Handling Test Anxiety (Balmert)  
9/22

Week #6      Learning Styles (Dopp)  
9/29

Week #7      Study Skills (Balmert)  
10/6

Week #8      How the Brain Learns (Strebel)  
10/13

**Week #9\***      Resources & Referrals (Lewis)  
**10/20 (\*Master Tutor Observation Paper DUE Friday, Oct. 24!)**

Week #10      Structured Tutor Gab Session - Review of “ethics” and “questioning” (Hill)  
10/27

Revised 8/25/08

Week #11 Services for Students w/Disabilities Office - Guest Speaker (Intro Dopp)  
11/3

Week #12 (New subject)--- (New person or Solution Space or....)  
11/10

Week #13 Master Tutor Presentations/Test Review /Course Evaluation/Fun (Dopp)  
11/17

-----THANKSGIVING BREAK-----

Week #15 Post-test *Post-test to be taken on Chitester by Dec. 8.*  
12/1

**Weekly Worksheets:** Following each week's class, a worksheet will be passed out. It is to be completed and **handed in to your supervisor** by Friday of the following week. (Tutors working for Becky Sneddon and Jeanne Sanchez hand in worksheets to Lynnae.)

**\*Master Tutor Observation Paper:** *New tutors* are to observe a "Master Tutor" during one session. Write a one page (double spaced) report on the techniques you observed the tutor using. **This assignment is due to your supervisor by the end of Week #9.**

**Credit** for the class may be earned by attending **11 of the possible 15** training sessions and **completing** the accompanying worksheets; taking both the pre- and post-tests. NEW TUTORS are to complete the three on-line training modules and the Master Tutor Observation Paper.

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.

*Certified tutors at Level 2 who wish to reach the 3<sup>rd</sup> Level of "Master Tutor" will need to meet with their supervisor to discuss a "capstone project" to complete during the semester.*

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