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)
1:30 pm (SC 261)

Fridays: 2:00 pm (SC 261)

Online Assignments (New Tutors)

Complete the following online training modules by February 26 (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
1/11
Review Syllabus & 7 Habits of Highly Effective Tutors (Greg Christiansen)

Week 2
1/18
Listening Techniques (Lynnae Dopp)

(End of Level 2 Training)

Week 3
1/25
Questioning Techniques - Part 2 (Jonathan Zempter)

Week 4
2/1
Handling Test Anxiety (Greg Christiansen) (Award CRLA Level 2 Certificates)

Week 5
2/8
Critical Thinking Skills (Jonathan Zempter)

Week 6
2/15
Working with Students with Disabilities - Guest Speaker (& Lynnae Dopp)

Week 7
2/22
Time Management (Julie Thompson) (Award CRLA Level 1 Certificates)
Week 8                                      Memory and Retention Strategies (Lynnae Dopp)

Week 9                                      ________________________________SPRING BREAK______________________________

Week 10*                                     Building Student Confidence (Julie Thompson)

*Master Tutor Observation Paper due Friday, March 18!

Week 11                                     Adult Learners (Shelly Park)

Week 12                                     The Role of Learning Centers In Higher Education (Claire Hughes)

Week 13                                     StrengthsQuest (Claire Hughes)

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 concepts presented in class and applying them in your tutoring for a week, please post a 250-word response to the questions found online for that week on Friday of the following week. **To earn one hour of training credit, you must BOTH attend class and do an online posting!**

*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 **Friday, March 18.**

**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. NEW TUTORS are also to complete the three online 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 3rd Level of “Master Tutor” will need to meet with their supervisor to discuss a “capstone project” to complete by the end of the semester.

**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.