

SYLLABUS, ED 2920C Tutor Training, Part II
SPRING SEMESTER - 2013
(Orientation completed previously - worth 1 training hour)

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)

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

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

Week 3 Listening Techniques (Lynnae Dopp)
1/21

(End of Level 2 Training)

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

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

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

Week 7 Structuring the Learning Experience (Claire Hughes)
2/18

Week 8 Memory and Retention Strategies (Lynnae Dopp) (**Award CRLA Level 1 Certificates**)
2/25

Week 9 -----**SPRING BREAK**-----
3/4

Week 10 Adult Learners (Sharadee Allred)
3/11 ***Master Tutor Observation Paper due Friday, March 15!**

Week 11 Developing Tutee Concentration (Luke Harris)
3/18

Week 12 Building Student Confidence (Luke Harris)
3/25

Week 13 Leadership (Donalyn Sessions)
4/1

Week 14 Review of Level 1, 2 and 3 Training Topics/Master Tutor Presentations
4/8 (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.