

**SPRING 2011**  
**The Supervised Tutor Training Program**  
**Level 2 – Meetings & Ongoing Supervised Training**  
 All records are available via Outlook

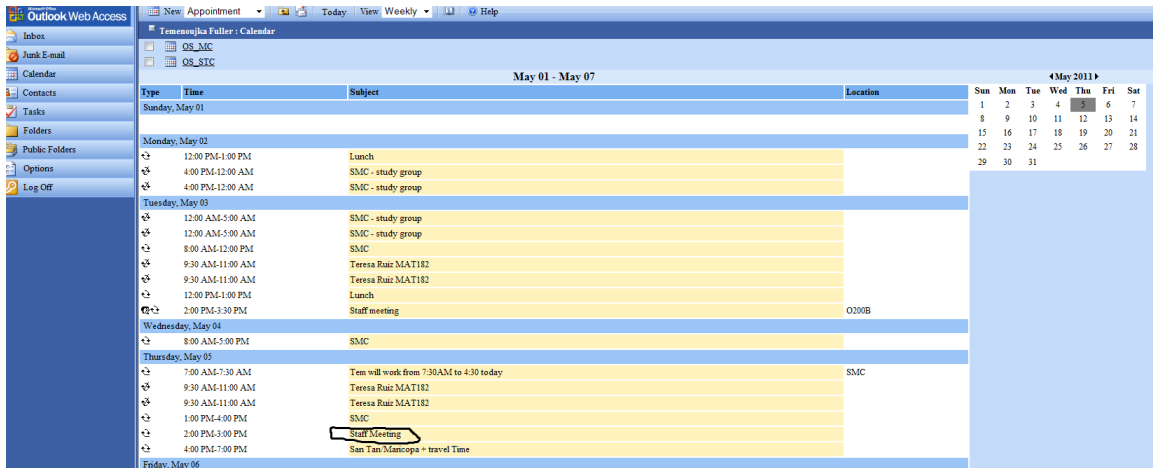


Fig. 1 Record keeping via Outlook Web Access

**Level 2: Staff Training Meetings and Ongoing Training**

|                         |   |
|-------------------------|---|
| February 3<br>Room 312  | The Voice of Tutors<br>Level 2 – Expectations and Challenges<br>Supervised Tutor Training Form<br>Mission and Vision  |
| Ongoing                 | Subject Meetings<br>Discussions and Experiments   |
| February 17<br>Room 312 | The Voice of Tutors<br>Supervised Tutor Training Form – Weaknesses and Strengths<br>Going Green – Moving All Resources Online   |
| Ongoing                 | Subject Meetings<br>Online Tutoring and Resources<br>Learning Support via BB<br>Video-connections between campuses  |
| February 22<br>Room 312 | The Voice of Tutors<br>The First Draft of the <i>Supervised Tutor Training Form</i> is Due<br>Learning Styles versus Learning Orientations<br>Localization of Problems<br>How to work with dependent students<br>Class visits<br>Tutor Math class |
| Ongoing                 | Subject Meetings  |
| March 3                 | The Voice of Tutors   |

|                                       |   |
|---------------------------------------|---|
| Room 312                              | Supervised Tutor Training: Expectations & Accomplishment<br>Presentations: Wendy Lester (Linear Equations, Scaffolding in the Zone of Proximal Development)<br>Mindy Frahm ( Using Excel as a Learning Tool)  |
| Ongoing                               | One-on-one and subject matter meetings  |
| March 17<br>Room 312                  | The Voice of Tutors<br>Elements of Tutoring Cycle<br>Learning Orientation and Tutoring Cycle<br>One-on-one versus group tutoring<br>Workshops for CPD classes<br>Presentations in class<br>Tutors should not teach in class<br>Problems with highly dependent students  |
| One-on-one<br>Meetings<br>Evaluations | April 06<br>12:00 PM-12:30 PM Meeting With Tem<br>1:30 PM-2:00 PM Meeting With Tem<br>4:30 PM-5:00 PM Meeting With Tem<br><br>April 07<br>9:30 AM-10:00 AM Meeting With Tem<br>1:00 PM-1:30 PM Meeting With Tem<br>1:00 PM-1:30 PM Meeting With Tem   |
| April 7<br>Room 312                   | Planning for Educational Technologies<br>The Voice of Tutors<br>Anxiety and Finals Review<br>Embedded Tutoring<br>Online Tutoring <ul style="list-style-type: none"> <li>• Math and Science</li> <li>• Writing</li> </ul>   |
| Ongoing Tutor<br>Training             | Discussions via BB<br>Visualization versus verbal presentations<br>Video-tutorials  |
| April 21<br>Room 312                  | Final day for Supervised Tutor Training Forms<br>Video-connection with SPC<br>Presentations: Nicki Hart (CIS 120 – <i>Resources and Some Elements of Tutoring Pedagogy</i> )<br>Chris Abram – Pre-calculus Resource Center via BB: <i>Guidelines for Tutors</i><br>Joey Hahn – Chemistry, Some Tutoring Strategies: Application to Tutoring “ <i>Nomenclature of Chemical Compounds</i> ” |
| April 28<br>Diversity ATP             | Ideas for creating a <i>Diversity Task Force</i><br>Assistive Technologies – we have too many assistive technologies never used.<br>Problems with Ongoing Appointments  |
| Ongoing                               | Subject Area Tutoring<br>Comparing the Supervised Tutor Training Forms from Level 1 and Level 2<br>Ethical considerations with Supervised Tutor Training Forms  |
| May 5                                 | Staff Meeting   |

|  |   |
|--|---|
|  | Video-projection of new methods for online tutoring<br>Group Tutoring |
|  |   |