

Our Comprehensive Program combines the Basic, Intermediate and Advanced Levels

Basic

Main Topics

1. Balancing Your Roles As a Tutor: Ethics, Etiquette and Technique
2. Basic Tutoring Procedures
3. Effective Listening Strategies
4. Effective Speaking: Getting Your Ideas Across
5. Non-Verbal Communication
6. Individual and Group Dynamics in the Tutoring Process
7. The Role of Cultural Awareness and Understanding Culture Shock
8. Using Praise Effectively
9. The Socratic Method
10. Andragogy vs. Pedagogy
11. Critical Thinking
12. Thinking Ruts and Procrastination

Outcomes – Learners will:

1. Improve their ability to analyze and incorporate appropriate ethics, etiquette and techniques within tutoring sessions.
2. Learn the primary steps to prepare for the initial tutoring session with a new student and develop a basic lesson plan outline for later ones.
3. Demonstrate understanding and use of better listening, speaking and non-verbal skills as well as strategies to improve tutor/student communication.
4. Identify the primary distinctions between individual and small group tutorial sessions and list strategies for each type of situation
5. Demonstrate how to manage small group tutoring sessions.
6. Identify how verbal tone and emphasis alter the meaning of a spoken message.
7. Understand how the four stages of culture shock relate to students.
8. Study the use of effective versus ineffective use of praise during a tutorial session.
9. Demonstrate Socratic questioning skills in an andragogical tutoring setting.
10. Experience why critical thinking skills are important to one’s own academic and personal choices and to the academic and personal choices of students.
11. Learn the common causes of student procrastination and how they can be avoided.

Intermediate

Main Topics

1. Tutor Ethics
2. Basic Tutoring Procedures
3. Prescriptive Learning vs. Tutoring
4. Assessment Methods
5. Applying Bloom’s Taxonomy
6. Knowing When to End a Tutoring Relationship
7. Learning Styles/Study Preferences
8. Test Preparation/Test Taking Tips
9. Barriers to Effective Reading
10. The SQ3R Reading System
11. Test Preparation Tips
12. Reading and Writing Development

Outcomes – Learners will:

1. Improve their ability to analyze and incorporate appropriate ethics, etiquette and techniques within tutoring sessions.
2. Learn the primary steps to prepare for the initial tutoring session with a new student and prepare a basic lesson plan outline for later ones.
3. Demonstrate a clear knowledge of the difference between prescriptive learning and tutoring.
4. Easily define the following types of assessment: diagnostic, formal, informal, subjective, objective, norm referenced, criterion referenced, summative, and formative.
5. Create a sample lesson plan utilizing the six levels of Bloom’s Taxonomy.
6. Analyze situations in which it is appropriate for a tutor to stop working with a student.
7. Learn how to guide the student in creating an effective learning environment by creating appropriate study areas, understanding study preferences, and finding ways to actively engage in the process of academic studying.
8. Demonstrate the ability to provide students with appropriate general study skills, test-preparation and test-taking tips.
9. Identify and address six common barriers to effective reading.
10. Employ the SQ3R method for textbook study.
11. Learn to use and share a four stage writing development technique.
12. Demonstrate “free writing” skills.

Advanced

Main Topics

1. Building Relationships with Students, Parents & Faculty
2. Dealing with Difficult Students and Situations
3. Techniques for Conflict Resolution
4. Recognizing When You Need Assistance
5. Short and Long Term Benefits of Effective Time Management
6. Time Management Strategies
7. Causes of Stress/How to Reduce It
8. FERPA, HIPAA, IDEA, the Rehabilitation Act and the ADA
9. Sexual Harassment
10. Copyright Issues for Educators

Outcomes – Learners will:

1. Demonstrate the ability to employ the appropriate techniques to empathize, build trust, and communicate effectively with students, parents and faculty.
2. Analyze and select appropriate strategies for dealing with difficult students and the reasons why tutors must refrain from “labeling”.
3. Demonstrate appropriate conflict resolution skills.
4. Learn about a variety of urgent signals that a student requires outside assistance.
5. Document the ability to refer students to the correct campus community services as needed
6. Learn about the short and long-term benefits of time management.
7. Evaluate the “Time Bandits” that can steal from a student’s time management bank account.
8. Help a student build a personal time schedule that incorporates appropriate study time.
9. Identify major stressors that contribute to study problems, and symptoms or signals of students experiencing extreme stress.
10. Create appropriate stress management plans for three student types.
11. Review FERPA, HIPAA, IDEA, the Rehabilitation Act and the ADA and their impact on tutoring sessions.
12. Exhibit appropriate behavior in a sexual harassment situation.
13. Apply copyright law through the correct application of “Fair Use”.