



Tutoring Foundations - Syllabus and User Guide

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1. Who This Curriculum Is For

- tutors
- teachers
- trainers
- coaches (academic & sports)
- parents
- administrators

Some of whom may work at:

- private and school learning centers
- professional associations
- community organizations
- corporate training departments
- governmental education agencies

2. Summary Description

“Tutoring Foundations” is the only on-line professional tutor training course developed in partnerships with, and recognized by the [National Tutoring Association](#)* (NTA) and [Fielding Graduate University](#)*, School of Educational Leadership and Change. It has been designed to improve one-to-one training skills as well as advance career and credentials. Whether the participant is new to the field, or has an established career in tutoring or coaching, this state-of-the art curriculum offers a unique enrichment opportunity. Each participant will acquire new skills based on the most current research and the best practices from a wide range of experts in the tutoring and coaching fields.

"Tutoring Foundations" is the only online training course that assigns an advanced certified tutor/instructor to each participant for interactive feedback and professional development.

The curriculum is:

- self-paced and provided on-line only
- includes an introduction, ten academic courses and a final review.
- is expected to take 40 hours to complete, usually within two months
- takes into consideration previous tutor training and experience.

Private practice and institutional tutors will be prepared to perform tutoring at a nationally certified level of professional methods and strategies. Participants engage in a variety of activities designed to reinforce key concepts and develop skills in fundamental tutoring techniques as well as ethical and legal considerations. A passing grade for this course is based on participants’ interaction with a Master Tutor/Mentor/Teacher including over 40 reviewed assignments and ten quizzes.

* Academic Partners



Founded in 1992, The National Tutoring Association, or NTA (ntatutor.org) is the only international organization of tutoring professionals, currently representing nearly 5,000 tutors and learning center administrators, including colleges, universities, K-12 schools, community and grant supported programs, NCLB/SES and “Trio” providers as well as independent tutoring centers and their staffs. Their members include peer, paraprofessional, professional, volunteer, and private practice tutors. The NTA is also a member of the American Council of Developmental Education Associations (ACDEA).



Fielding Graduate University (www.fielding.edu) has an international reputation for the highest quality accredited graduate degree and certificate programs in three schools: Psychology, Human & Organization Development and Educational Leadership & Change. Fielding is renowned for its innovative contributions to academic research, lifelong learning and social justice.

3. Professional Development Options

Upon completion of the “Tutoring Foundations” course, a student may choose to apply for one of the following:

- **"Level I - Advanced" Tutor Certification** by the National Tutoring Association. The \$99.00 application fee (not included in the course fee) includes a criminal background check, verification of 75 hours of practical tutoring experience, and a reference check. Applicants must be either currently enrolled in school at a minimum grade 10 level, or have been granted an AA or AS degree. Contact info: www.ntatutor.org, (863) 529-5206.
- **Three Continuing Education Units (CEUs)** provided by Fielding Graduate University. A processing fee of \$45.00 (not included in the course fee) is payable to Fielding Graduate University in order to support verification of the CEUs to inquiring agencies. Applicants must have attained a bachelors degree or higher in order to receive these CEUs. Contact info: www.fielding.edu, 800.340.1099

4. Student Eligibility

To take the course, each student is required to have:

- Basic computer skills, including the ability to:
 - Use a web browser
 - Use a word processing program
 - Create folders for saving documents/files
 - Download, save to a specific folder, and upload documents/files

- Regular access to at least one computer with a high-speed internet connection and word processing software (access is possible with a 56K modem, however course operation will be slow)
- An approved combination of operating system and browser
 - Windows XP or Vista and the Internet Explorer web browser on a system with at least 512K RAM and a 1.2 Ghz Pentium 4 Processor or equivalent.
 - Macintosh OSX 10.2 and the Firefox web browser
 - Pop-up blockers must be turned off in all browsers

5. Fees and Payment Options

FEES

\$299 per student (introductory fee good until May 1,2007). All materials available on-line at no extra charge.

PAYMENT OPTIONS

Credit, debit, procurement cards from Visa, Mastercard, Discover and American Express *

Paypal*

Checks**

Money orders**

Purchase orders***

* on-line or via phone, fax or mail

** via mail with seven day deposit verification

*** via fax or mail with credit approval

6. Enrollment Process

1. Payment accepted by *Crossroads of Learning*
2. Authentication code provided to purchaser by email
 - a) In order to insure teacher availability for all enrollments, this code expires in one month if unused. Please contact *Crossroads of Learning* in the event you need a replacement code, or wish to purchase multiple codes to be used over an extended period of time.
3. Student registers at the on-line campus with their authentication code.

7. Expected Outcome

By the end of this course participants will demonstrate knowledge and understanding of:

- The history and philosophy of tutoring
- Tutorial responsibilities/ethics
- Basic learning theory
- Use of technology in tutoring
- Setting goals and planning
- Basic communication skills
- Managing time and stress

- Tutoring specific subjects areas/skills
- Evaluation and assessment
- General study skills
- Literacy concerns
- Critical thinking skills
- Tutoring students with disabilities
- Conflict resolution techniques
- Building relationships with parents and teachers
- Learning styles/multiple modalities
- Diversity considerations
- Age appropriate tutoring
- Tutoring Non-traditional learners
- Group dynamics in tutoring
- Maintaining records/securing paperwork
- Legal Considerations

8. Sections And Topics

This pass/fail graded curriculum is offered entirely on-line and includes 30 to 40 hours of student participation. Students are able to access readings, complete assignments, and interact with their instructors via their computers. There is a quiz for each module and a final oral review is completed by telephone.

Sections and Topics

1001 – Introduction to "Tutoring Foundations" and the BrainX System

- BrainX Campus Tour
- Course Syllabus and Requirements
- Study Sessions and Mastery

1002 – The History, Philosophy and Basics of Tutoring

- The History and Philosophy of Tutoring
- Formats for Training: Advantages and Disadvantages
- Balancing Your Roles As a Tutor: Ethics, Etiquette and Technique
- Basic Tutoring Procedures

1003 – Tutoring as a Communication Process

- Effective Listening Strategies
- Effective Speaking
- Non-Verbal Communication
- Individual and Group Dynamics
- The Role of Cultural Awareness
- Understanding Culture Shock

1004 – How Students Learn: Styles and Strategies

- Thinking Ruts and Procrastination

- Developing Critical Thinking
 - Solving Problems
 - Learning Styles and Brain-Based Learning
- 1005 – Assessments: Tools and Timing
- Prescriptive Learning and Assessment
 - Assessment Methods
 - Learning Style Assessment
 - Knowing When to End a Tutoring Relationship
- 1006 – Selection and Application of Study Methods
- Methods that Encourage Success
 - Study Preferences
 - The PQ4R Reading Technique
 - Test Preparation Tips
- 1007 – Subject Specific Tutoring Strategies
- Reading and Vocabulary Development
 - Writing Development
 - Mathematics and Science
 - Tutoring with Today’s Technologies
- 1008 – Additional Practices and Resources That Support Tutorial Services
- Building Relationships with Parents and Teachers
 - Dealing with Difficult Students and Situations
 - Techniques for Conflict Resolution
 - Recognizing When You Need Assistance
- 1009 – Managing Time and Stress for Tutors and Students
- Short and Long Term Benefits of Effective Time Management
 - Time Management Strategies
 - Helping Students Schedule Their Time
 - Stress Management
 - Stress Reduction and the Positive Aspects of Stress
- 1010 – Legal Considerations for a Tutoring Practice
- FERPA, HIPAA, IDEA, the Rehabilitation Act and the ADA
 - Sexual Harassment
 - Program, Tutor and Student Evaluations
 - Copyright Issues for Educators
- 1011 – Final Course Review
- Student/Teacher Telephone Conference
 - Course Evaluation

9. Completion Requirements

In order to receive credit for the course, participants are required to:

1. Complete all reading assignments and write pre and post reflections on each section.
2. Complete and submit (and if requested, redo) all assignments to a satisfactory level.
3. Attain a score of 100% on each end-of-course quiz based on the study session questions associated with the course readings.
4. Meet with their assigned Master Tutor/Mentor/Teacher (MTMT) throughout the course as determined by the MTMT, including a final review/exit interview.
5. Successfully complete all course sections within 14 weeks from purchase of the authentication code issued for registration. Course access will no longer be available to students after this time has passed.

10. Refund/Cancellation Policy

A refund of purchase price less a 10% processing fee will be given if the authentication code delivered to the purchaser has not been used and a written request for a refund is made to the Registrar (email registrar@crossroadsoflearning.com). Refunds requested after use of the authentication codes will be considered on a case by case basis solely at the discretion of *Crossroads of Learning*.

Any payments via credit card, check or money order which are stopped by the purchaser or unavailable due to insufficient funds may result in course cancellation without notice at the discretion of *Crossroads of Learning*. Inappropriate behavior by students may also result in immediate cancellation without refund at the discretion of the Registrar.

In order to insure teacher availability for all enrollments, authentication codes expire in one month if unused. Please contact *Crossroads of Learning* in the event you need a replacement code, or wish to purchase multiple codes to be used over an extended period of time.

11. Terms Of Use

CROSSROADS OF LEARNING, IT'S PARENT, AFFILIATES, SUPPLIERS, LICENSORS AND THE PROVIDER/LICENSOR OF ANY CONTENT YOU ACCESS ON IT (HEREAFTER "PROVIDERS") ARE WILLING TO ALLOW THE USE OF ITS ONLINE LEARNING SYSTEM ONLY ON THE CONDITION THAT YOU ACCEPT ALL OF THE TERMS CONTAINED IN THIS LICENSE AGREEMENT.

This is a legal agreement between you (either an individual end-user or an entity) and the PROVIDERS ("Agreement"). By using the Crossroads of Learning online learning system, you are agreeing to all registratin requirements listed on Crossroads of Learning website and to be bound by the terms and conditions of this Agreement. If you do not agree to these requirements and the terms and conditions of this Agreement, do not accept them.

1. Grant of Agreement. Subject to the terms and conditions of this Agreement, the PROVIDERS grant to you a nonexclusive license to use the online learning system and the course or courses included with your license for personal learning only. This license can not be used by more than one student.

2. Refund/Cancellation/Expiration policy. A refund of purchase price less a 10% processing fee will be given if the authentication code delivered to the purchaser has not been used and a written request for a refund is made to the Registrar (email registrar@crossroadsoflearning.com). Refunds requested after use of the authentication codes will be considered on a case by case basis solely at the discretion of *Crossroads of Learning*.

Any payments via credit card, check or money order which are stopped by the purchaser or unavailable due to insufficient funds may result in course cancellation without notice at the discretion of *Crossroads of Learning*. Inappropriate behavior by students may also result in immediate cancellation without refund at the discretion of the Registrar.

In order to insure teacher availability for all enrollments, authentication codes expire in one month if unused. Please contact *Crossroads of Learning* in the event you need a replacement code, or wish to purchase multiple codes to be used over an extended period of time. Course may have limitations on length of student participation after which point access will be removed. Please consult the website or course syllabus and user guide for more information.

3. Restrictions. The online learning system contains copyrighted material, trade secrets, and other proprietary materials of the PROVIDERS. You agree that in order to protect those proprietary materials, except as expressly permitted by applicable law, neither you nor a third party acting on your behalf will: (i) copy, decompile, disassemble or reverse engineer the Software or the course content; (ii) modify or create derivative works of the Software or course content; (iii) use the Software or course content in any manner to provide service bureau, commercial time-sharing or other computer services to third parties; (iv) transmit the Software or course content or provide its functionality, in whole or in part, over the Internet or other network; or (v) sell, distribute, rent, lease, sublicense or otherwise transfer the Software or course content to a third party,

4. Ownership. The online learning system and course content is licensed, not sold, to you for use only under the terms and conditions of this Agreement, and Crossroads of Learning reserves all rights not expressly granted to you in this Agreement. PROVIDERS retain title to the Software, all respective course content and all intellectual property rights therein.

5. Termination. This Agreement is effective until terminated. Upon any violation of any of the provisions of this Agreement, rights to use the online learning system and the course content shall automatically terminate and the user name and password will be disabled. You may also terminate this Agreement at any time by notifying Crossroads of Learning that you want to terminate the agreement. If Crossroads of Learning makes a request via public announcement or press release, or direct notice to stop using the online learning

system and the course content, you will comply immediately with this request. The provisions of paragraphs 3, 7, 8 and 12 will survive any termination of this Agreement.

6. **Limited Product Warranty.** PROVIDERS warrant to you that the online learning system will substantially conform to its published documentation and that any deviation from the documentation or discovered bugs will be corrected in a timely manner. The PROVIDERS limited warranty is nontransferable and is limited to the original purchaser of the license to use the online learning system and the courses. This warranty gives you specific legal rights, and you may also have other rights which vary under local laws.

7. **Remedies.** PROVIDER's entire liability and the limit of your remedy for any breach of warranty shall be, at PROVIDER's option, to: (a) repair the online learning system, or (b) refund the price paid. Any refund will be prorated for the remainder of the original license period or thirty (30) days, whichever is longer. These remedies are void if failure of the online learning system has resulted from accident, abuse, not keeping your computer updated with the appropriate operating system updates or misapplication.

8. **DISCLAIMER OF WARRANTY.** THE WARRANTIES EXPRESSLY SET FORTH IN THIS AGREEMENT REPLACE ALL OTHER WARRANTIES. THE PROVIDERS EXPRESSLY DISCLAIM ALL OTHER WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OF THIRD-PARTY RIGHTS WITH RESPECT TO THE SOFTWARE OR MEDIA, AND ANY WARRANTIES OF NON-INTERFERENCE OR ACCURACY OF INFORMATIONAL CONTENT. NO DEALER, AGENT, OR EMPLOYEE OF THE PROVIDERS IS AUTHORIZED TO MAKE ANY MODIFICATION, EXTENSION, OR ADDITION TO THIS WARRANTY. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

9. **LIMITATION OF LIABILITY.** IN NO EVENT WILL THE PROVIDERS BE LIABLE FOR ANY COSTS OF PROCUREMENT OF SUBSTITUTE PRODUCTS OR SERVICES, LOST PROFITS, LOSS OF INFORMATION OR DATA, OR ANY OTHER SPECIAL, INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES ARISING IN ANY WAY OUT OF THE SALE OF, USE OF, OR INABILITY TO USE ANY PROVIDER SYSTEM, PRODUCT OR SERVICE, EVEN IF THE PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO CASE SHALL PROVIDER'S TOTAL LIABILITY EXCEED THE ACTUAL MONEY PAID FOR THE PROVIDER'S PRODUCT OR SERVICE GIVING RISE TO THE LIABILITY. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. The above limitations will not apply in case of personal injury where and to the extent that applicable law requires such liability.

10. **U.S. Government Restricted Rights.** Use, duplication, or disclosure by the U.S. Government is subject to restrictions set forth in this Agreement and as provided in DFARS 227.7202-1(a) and 227.7202-3(a) (1995), DFARS 252.227-7013(c)(1)(ii) (OCT 1988) FAR 12.212(a) (1995), FAR 52.227-19, or FAR 52.227-14 (ALT III), as applicable.

BrainX.com Inc One University Drive, Camarillo CA. 93012 on behalf of itself and it's licensors, including Crossroads of Learning, Inc.

11. Export and Local Law Assurances. You agree and certify that this license is not being used in a country where use of the online learning system or the course content is restricted by law.

12. Agreements for Minors. If you are acquiring this license for a Minor child you agree to all the terms of the agreement and you agree to take reasonable actions to ensure that the course you purchased is appropriate for the minor who will be using it.

13. General Terms and Conditions. This Agreement will be governed by and construed in accordance with the laws of the United States and the State of California, Los Angeles County, without regard to or application of its choice of law rules or principles. If for any reason a court of competent jurisdiction finds any provision of this Agreement, or portion thereof, to be unenforceable, that provision of the Agreement shall be enforced to the maximum extent permissible so as to affect the intent of the parties, and the remainder of this Agreement shall continue in full force and effect.

THIS AGREEMENT constitutes the entire agreement between the parties with respect to participation in the course and the use of the Software and supersedes all prior or contemporaneous understandings, communications or agreements, written or oral, regarding such subject matter. PROVIDERS may, in their sole discretion, modify portions of this Agreement at any time. PROVIDERS may notify you of any changes by posting notice of such modifications on the Crossroads of Learning web site(s) or sending notice via e-mail, postal mail or other means. Your continued use of the online learning system following notice of such modifications shall be deemed to be your acceptance of any such modifications to the Agreement. If you do not agree to any such modifications, you must immediately stop using the online learning system.

The online learning system, course content and Software is protected by United States copyright law and international treaty. Unauthorized reproduction or distribution of the online learning system, course content or Software is subject to civil and criminal penalties.

12. Registrar's Office

Questions regarding courses and enrollment, including financial issues, should be directed to the Registrar at *Crossroads of Learning*, 4634 Leir Drive, La Canada CA, 91011, 818.249.9692 xt 9004, registrar@crossroadsoflearning.com.

Print this form to register by mail or fax. The "Tutoring Foundations" course requires basic computer skills, an internet connection, and minimum hardware and software configurations. Also, please add our domain (crossroadsoflearning.com) to your email approved senders or "white-list." See http://crossroadsoflearning.com/pdf/tf_syllabus.pdf for details.

Student Information

Name of student(s), email and phone number. List additional students on a separate sheet attached to this one, with students name, email address and phone information.

Name _____ Home phone () _____

Email _____ Work phone () _____

Registration and Payment Options

| Quantity | Description | Total |
|----------|---|----------|
| _____ | Tutoring Foundations Course (\$299.00 per student – introductory fee) | \$ _____ |

Grand Total \$ _____

Payment Options (check one) [] Credit Card [] Check enclosed, payable to Media InfoSystems
[] Invoice the purchasing contact below (billing information)

Credit Card Information (credit card billing address below)

Card Type: [] Visa [] Mastercard [] Discover [] American Express

Name on Credit Card: _____

Card Number: _____

Expiration Date: Month (mm): ____ Year (yyyy): ____ CV code (CVV2) ____
(last digits on the back of cards)

Cardholder Signature: _____

Billing Information

Name (if not Student): _____ Title: _____

Organization: _____

Purchase Order or Ref. #: _____ Phone: () _____

Email: _____ Fax: () _____

Street: _____ Apt or Suite _____

City: _____ State/Province/County: _____

Zip or Postal Code: _____ Country: _____

Authorization

I authorize that the name and personal information provided on this form are true and correct. I further affirm I have read, understand and accept course Terms of Use (see reverse). (Initial here) _____

Please tell us how you heard of us _____

Mail this registration form with payment, or fax to: Media InfoSystems, Inc.
4634 Leir Drive, La Cañada, CA 91011 Tel. 818.249.9692 Fax: 818.249.5669.

For accounting use: Date rec'd _____ Ck# _____ Student ID# _____