Introduce Yourself to the People at the Table

Name
Institution
Current Tutor Training Model(s)

(During this session we'll learn from one another.)

Bit of History

Our university centralized most peer tutoring programs under the Learning Center

Our tutoring programs' training varied wildly

We underwent an External Review that recommended unified training

The Impetus:

"When reviewing the various training manuals either developed or found for the Learning Center, we noted much crossover. We suggest unified training and cross training of student employees to develop closer ties between the units."

- *Spring 2013 External Reviewers* Marcy Marinelli, Ph.D, & Michael Frizell, MFA, MA

Timeline

Spring 2013

External Review

Spring 2015

First Peer Tutor
Conference

Incubation

Conference Model

Spring 2014

Begin Planning
During Retreat

Why a Conference Model?

- Provides a Unified Approach to Training

- Promotes Networking Among Tutors & Staff

- Models Professional Development for Tutors

- Opens Possibilities for Collaborations with other Depts, Colleges

- Encourages Active Learning

- Demonstrates Collaboration

- Capitalizes on Multiple Strengths of Staff/Faculty

- Builds Appreciation for Colleagues' Talents—Creating a Solid Team

Issues We Faced

➔ **Five Peer-Assisted Programs**
Math Tutoring Lab, Subject Tutors, Writing Studio, Science Tutoring Lab, & Supplemental Instruction

➔ **Varied/Inconsistent Topics**
Training ranged from a brief orientation to extremely comprehensive/ongoing

➔ **We employed 150-200 Tutors**
We had to change the way we offered tutoring to run it more efficiently

➔ **Money**
Some of our programs had funding for training and some had none

What are potential ROADBLOCKS for your campus?

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Buy in?

Money?

Ownership?

Adequate Space?

Other?

How can you OVERCOME those potential barriers?

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Money?

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Other?

How can you OVERCOME those potential barriers?

Dedicate development time

Carve out/find funding

Be flexible in your thinking

Invite believers to the table

Grow it gradually

Involve others

Planning & Prep

- Decide on conference objectives
- Allocate budget
- Decide on participants
- Pick topics, presenters
- Choose conference format/schedule
- Plan sessions & activities
- Secure a date & rooms
- Create agendas & room assignments
- Advertise
- Start registration process
- Print materials
- Order/purchase food/supplies
- Take photos/get permission
- Evaluate
- Start planning cycle again

Conference Objectives?

Conference Objectives

Examples

1. Tutors will feel better prepared to tutor—gain strategies

2. Tutors will network and exchange ideas with other tutors

3. Tutors will feel better connected to the Learning Center

4. Tutors will learn skills that they can apply outside of tutoring.

Who participates?

New tutors?   Continuing Tutors?   Mentors?

SI Leaders?   Peer Coaches?   Others?

—

Who presents?

Staff?   Faculty?   Peer Educators? Guest Speakers?

Others?

What **TOPICS** are essential for your program(s)?

College Reading & Learning Association (CRLA) International Tutor Training Program Certification

Level I Topics

1. Definition of tutoring and tutor responsibilities
2. Basic tutoring guidelines (do's and don'ts)
3. Techniques for successfully beginning and ending a tutor session
4. Adult learners, learning theory, and/or learning styles
5. Assertiveness and/or handling difficult students
6. Role modeling
7. Setting goals and/or planning
8. Communication skills
9. Active listening and paraphrasing
10. Referral skills
11. Study skills
12. Critical thinking skills
13. Compliance with the ethics and philosophy of the tutor program, sexual harassment, and/or plagiarism
14. Modeling problem solving
15. Other (please specify)

ITTPC Certification Requirements
https://www.crla.net/index.php/certifications/ittpc-international-tutor-training-program

What FORMATS will you use to address your topics/objectives?

Keynote Speaker

Breakout Sessions

Scenarios/Role plays

Poster Displays

Peer or Professional staff

Tutor Panels

Reflection/Process Time/Take Aways

Music and Socializing

Discuss

1. **Your objectives**

2. **Topics that you'd like to address**

3. **Formats that you might use**

First Conference

6 presenters
1 support staff
2 student assistants

Learning Center
LOWER LIBRARY 55 • LEARNING COMMONS

PEER TUTORING IN
HIGHER EDUCATION
CONFERENCE

Saturday, March 7, 2015

Master Agenda

When:	What:	Where:
9:00 – 9:15	Check-in	
9:15 – 9:20	Welcome	Goodwin Forum
9:20 – 9:45	Warm Up	Nelson Hall East
9:45 – 10:15	Opening: Review of Tutor Ethics	
10:15 – 10:25	Break – Snacks & Coffee	
10:25 – 10:45	**Learning Theory**	Goodwin Forum
10:45 – 11:25	**Tutor Cycle**	
11:25-11:40	Break	
11:40 – 12:40	**Session One:**	
	"I thought I had a great session, so why didn't the student get it!?"	SH 116
	Engaging Students through Active Learning	SH 128
	The Art of Asking Questions	SH 115
12:40-1:20	Lunch	
1:20 – 2:20	**Session Two:**	
	Tutoring When You're Not An Expert	SH 116
	Tips for Facilitating Group Sessions	SH 128
2:20 – 2:45	**Wrap up/Evaluation**	Goodwin Forum

Timeline

Spring 2013

External Review

Spring 2015

First Peer Tutor
Conference

Fall 2016

Tutors from other Depts
joined Conference

Incubation

Conference Model

Spring 2014

Begin Planning
During Retreat

Spring 2016

Added Peer Tutors
Presentation

Expand Your Conference

→ **Incorporate Peer-Led Sessions**

→ **Integrate Additional Depts. or Colleges**

→ **New & Advanced Tutor Training**- CRLA ITTPC Levels II & III

→ **Multi-Day Conference**

Peer-led sessions

"I liked that it was ran by a student because it felt that she could easily relate to us while giving us knowledge derived from years of experience tutoring."

"Wonderfully structured application of information. Really helpful and great for perspective taking/ team building."

Tips

- Make the process of proposing workshops rigorous

- Encourage tutors to present together

- Have tutors do a dry run presentation with feedback

Tutor Feedback

➔ *"The networking available and the awesome amount of professional development in such a short time. (music + snacks were cool too)"*

➔ *"interactive workshops, great organization, and the food (the food was great). ALso talking to fellow tutors/getting to know them and hearing their stories"*

➔ *"helped me feel more confident as a tutor"*

➔ *"the acting, while uncomfortable, helped me imagine and play the role of the problem in question"*

➔ *"I liked that the conference gave me the opportunity to connect with some of my peers and the learning center staff. I feel more in touch with the learning center community. Also, it helped me evaluate my strategies as a tutor."*

Evaluate.

Evaluate.

Evaluate.

then...

Begin process again.

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Tips

- Include Evaluation Forms
  - Paper evals during the conference = quantity
  - Google Forms after conference= quality /reflective comments
- Observe peer-led sessions and give feedback
- Meet soon after conference to discuss the +/ - / ?

Questions?

Good luck!

Please tell me about your tutor training journey:

Su Karl

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