Create a Conference Model for Tutor Training

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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 2014**: Begin Planning During Retreat
- **Spring 2015**: First Peer Tutor Conference

Incubation

Conference Model
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?
What are potential ROADBLOCKS for your campus?

Buy in?
Money?
Ownership?
Adequate Space?
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

Tip
Tell the audience about the problem through a story, ideally a person.
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
Timeline

Spring 2013
- External Review

Spring 2014
- Begin Planning
- During Retreat

Spring 2015
- First Peer Tutor Conference

Spring 2016
- Added Peer Tutors Presentation

Fall 2016
- Tutors from other Depts joined Conference
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.

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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