



Tutor Application for Reading Endorsement Program

As part of the requirements for EDLD 612: Reading Interventions, you will be required to complete a field study at the CTL Reading Clinic fall term. You will be assigned to tutor a child one-on-one for two 50-minute sessions each week. These sessions must be scheduled between the hours of 3-6 p.m. Mondays through Thursdays during the academic term. Typically tutors are scheduled for Monday/Wednesday or Tuesday/Thursday sessions. The clinic currently serves children in grades K-8 who struggle in the area of reading. To assist in your placement at the clinic, please provide the following information:

Date _____

Personal Information:

Name _____
 Last First Middle

Address _____
 Street _____
 _____ City State ZIP Country

Phone _____ E-mail _____

Date of Birth _____ Sex _____

U of O Student I.D. Number: _____

Tutoring/Training Logistics:

Availability for Tutoring Sessions:

Please indicate available time slots each day by placing an “x” in the appropriate cell. Tutors meet with their assigned student twice a week for 50 minutes each session. All sessions will begin on the hour. Tutoring sessions begin the second week of the term.

	3:00	4:00	5:00
Monday			
Tuesday			
Wednesday		Reading Interventions Class	
Thursday			

Availability for Training:

All tutors will be required to attend a 2-hour orientation and a 2-hour initial program training the first week of the term. Due to the number of tutors and the wide variety of schedules, please indicate ALL times that you are available for initial training. Training times will not be limited to regular clinic hours.

Day	Available Training Times Week 1 of Fall Term
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Tutors are required to do the following:

1. Tutor an assigned student in a one-on-one session for 50 minutes twice per week for Weeks 2-10 of the University of Oregon term. (Sessions for a student are typically held on a Monday-Wednesday or a Tuesday-Thursday.)
2. Participate in an initial 4-hour training session led by the CTL Reading Clinic Director prior to tutoring students at the clinic. This session will be held the first week of each academic term.
3. Arrive prior to tutoring session to gather materials and prepare for the student's arrival.
4. Plan and implement lessons for the tutoring sessions. Monitor student progress.
5. Allow regular observations of tutoring sessions by supervisors and/or parents. At times, sessions may be videotaped for future viewing and training purposes.
6. Complete weekly Parent Reports to update parents on student progress and provide specific suggestions for home activities to reinforce skills taught in the tutoring sessions.
7. Meet with the clinic staff and other tutors for weekly 1 hour training/feedback sessions.
8. Keep a log of tutee attendance.
9. At the end of the term, write a brief summary report (2-3 pages) documenting assigned student's entry level skills, intervention provided, and progress made.
10. Meet with parents at the end of the term to provide an update on the student's progress.
11. Keep a log of all clinic work hours including direct contact with assigned students, training time, meetings with supervisor, lesson planning, communication with parents or school, etc.
12. Acquire a College of Education ID Badge per the COE policy (<http://education.uoregon.edu/feature.htm?id=767>) or a CTL Reading Clinic ID Badge for those students who are not admitted into the College of Education. (A background check is **mandatory** to tutor. Those students who do not have a COE ID Badge must be fingerprinted and request an Oregon State background check. The cost is \$12.00 for fingerprinting and \$33.00 for the background check. This cost is the tutor's responsibility. Background checks must be completed no later than the first week of the term.)

By checking this box you agree that you have read and understand all of the above requirements.

