



Tutor Application

Date _____

Personal Information:

Name _____
 Last First Middle

Nickname: _____

Address _____
 Street

 City State ZIP Country

Phone _____ E-mail _____

Date of Birth _____ Sex _____

U of O Student I.D. Number: _____

Tutoring/Training Logistics:

Tutoring will take place in the Bethel School District. (Location TBD)

Term(s) during which you wish to tutor:

Fall ___ Winter ___ Spring ___

Tutoring Options (select one):

- Tutor for credit through the reading clinic (**1 credit = 2 days per week of tutoring**)
 ___ How many credits do you wish to earn?
- Complete a course requirement or field experience through your program.
 (Please explain: _____)
- Volunteer

Availability for Tutoring Sessions:

(Please indicate available time slots each day by placing an "x" in the appropriate cell. Tutors will meet 2 to 4 times per week with their group for 50 minutes each session.)

	2:15 pm – 3:10 pm	3:00 pm – 3:50 pm
Monday		
Tuesday		
Wednesday		
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. In addition to this initial training, each tutor will have 1-hour weekly meetings with clinic staff. Please indicate ALL times that you are available for initial training and on-going meetings.

Day	Available Times
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Educational Training/Experience:

Department or Area within the College of Education:

- School Psychology Special Education Early Intervention
 Educational Leadership Teacher Education Other _____
 Counseling Psychology Communication Disorders and Sciences

Advisor's Name: _____

Year in School: _____

College degrees received and/or related coursework taken toward a degree:

Previous teaching/tutoring training and experience:

Tutors are required to do the following:

1. Tutor an assigned group of students for 50-minute sessions twice per week (or four times per week if preferred) during the course of a 10-week University of Oregon term. (Tutoring sessions run Week 2 through Week 10 of each term.)
2. Participate in an initial 4-hour training session led by the CTL Reading Clinic staff prior to tutoring students. This session will be held the first week of each academic term.
3. Plan lessons for the tutoring sessions. Submit a lesson map for each week of tutoring to assigned clinic supervisor for review.
4. Arrange for transportation to and from the school site on designated tutoring days.
5. Arrive prior to tutoring session to gather materials and prepare for the student's arrival.
6. Monitor student progress by administering in-program assessments. Review out-of-program progress monitoring data. Use data to support adjustments to instruction.
7. Allow regular observations of tutoring sessions by supervisors and/or parents. At times, sessions may be videotaped for future viewing.
8. Complete regular Parent Reports to update parents on student progress and provide specific suggestions for home activities to reinforce skills taught in the tutoring sessions.
9. Meet with the clinic staff and other tutors for weekly 1-hour training/feedback sessions.
10. Update records in a group data binder following each session, including logging attendance for students in the group, documenting lesson progress, and recording results from any in-program assessments administered.
11. At the end of the term, write a brief summary report (2-3 pages) documenting assigned group's entry-level skills, intervention provided, and progress made.
12. Communicate with school staff to provide regular updates on the student progress.
13. 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.
14. Wear a College of Education ID Badge obtained through the COE at all times when at a school site. Students who have not been admitted into the College of Education are required to complete a "Criminal History Verification of Volunteers" form for Bethel School District and must wear their UO ID at all times when out in the schools.

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

Return completed application to:

Nancy Nelson Walker
Director, CTL Reading Clinic

OR

Shaheen Munir-McHill
Clinic Coordinator

Applications may be emailed, faxed (541-346-5926), sent via campus mail, or dropped off in person at the Education Annex. If you have any questions, please contact Dr. Nancy Nelson Walker (541-346-8446), nelson3@uoregon.edu or Shaheen Munir-McHill (541-346-8388), munir@uoregon.edu.



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