



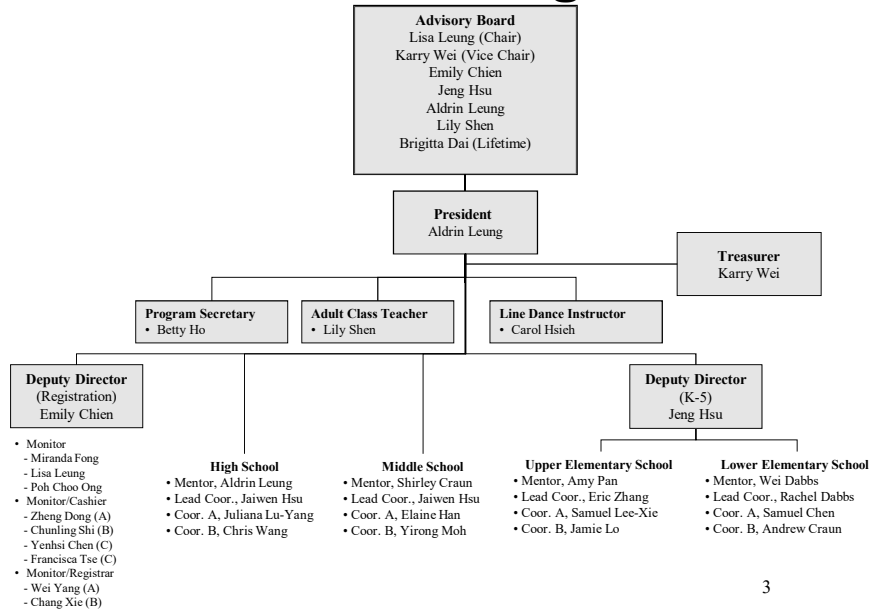
# **CAPSA Tutor Training**

2016-2017 School Year

## **Tutoring Program Mission**

- 📖 Provide tutoring services to new immigrants and other needy students
- 📖 Share experiences with new immigrant families in Montgomery County in adjusting to the society
- 📖 Provide community service and leadership opportunities to qualified high and middle school students
- 📖 Extend services to adults through English classes
- 📖 Present education-related issues and needs to Montgomery County Public Schools

## 2016-17 CAPSA Organization



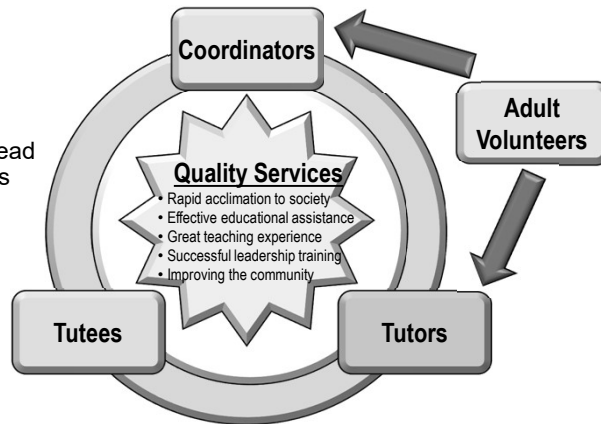
## Our Primary Goal – Provide quality services to tutees

- Tutors are our basic and frontline resources – their quality services are utmost important
- Coordinators are there to provide quality management



## How to Attain Our Mission

- ☞ Fully rely on our volunteers:
  - Adult volunteers
  - Coordinators
  - Tutors
- ☞ Coordinators will be given autonomy to lead the team as much as reasonable
- ☞ Adult volunteers are mature supporters who will step in when necessary



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## Attendance!!

- ☞ BE ON TIME!
- ☞ Arrival time:
  - Coordinators: 9:45 am
  - Tutors & tutees: 10:00 am
- ☞ If unable to come...please call as soon as possible
  - HS Group & MS Group – Jaiwen Hsu  
(240) 688-1783 or jwwhsu27@gmail.com
  - Upper ES Group – Eric Zhang  
(202) 600-6192 or mstory1000@gmail.com
  - Lower ES Group – Rachel Dabbs  
(240) 441-8722 or racheldabbs88@gmail.com
  - Emergency – Aldrin Leung – (240) 505-6988
- ☞ Check [www.capsa-mc.org](http://www.capsa-mc.org) for announcements

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## Let the day begin!



- 📖 Sign in at your tutoring group area in the sign in book labeled for tutors (Be honest about the sign-in time!)
- 📖 Go to your assigned seat and find your tutee. Don't wait for them to find you.
- 📖 If there is a problem with a tutor-tutee pairing, please contact a coordinator as soon as possible.
- 📖 Tutors should not do their own homework or socialize with friends during this time! It is dedicated to addressing the tutee's needs.

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## Do's and Don't's...


- 📖 Please do
  - Communicate with and understand your tutee
  - Be patient with your tutee's request
  - Teach them to the best of your abilities
    - 📖 Find a teaching pattern or style that works best with your tutee
    - 📖 Relate to him or her
  - Provide teaching materials if needed (Many in the CAPSA boxes **or** bring some from home)
    - 📖 Books
    - 📖 Magazines
    - 📖 Worksheets
    - 📖 Material copied from workbooks
  - Ask coordinators for help



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## Do's and Don't's... (cont'd)








### Please

- Do Not socialize with your friends
- Do Not eat your breakfast while tutoring
- Do Not bring outside homework to do or books to read
- Do Not play with your cell phone, listen to music, or use any other electronic devices while tutoring
- DO NOT DISTRACT OTHER TUTOR-TUTEE PAIRS
  -  Do not sit next to your friends while tutoring if you feel like you will be distracted and not focus on teaching your tutee (Be responsible and mature!).
- DO NOT do all of your tutee's homework and prevent him/her from doing any thinking or work of his/her own



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## ABCs of tutoring

-  **Assist** with completing their schoolwork
-  **Be** aware of your students' abilities
-  **Cultural** problems? Try to understand them!
-  **Develop** their English skills (read the Teaching Skills Sheet to get an idea of important skills)
-  **Evaluate** which subjects need more help and find related books and worksheets to improve them during the tutoring session
-  **Finish** the day by assigning a little homework (A copy machine is available to make copies of books or workbooks)
-  **Give** praise and motivate your tutee!



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## Basics

- 📖 Tutee needs to be able to reveal personal information
  - Name, Age, Address, Telephone Number, and Name of School
- 📖 Build confidence
- 📖 Generate rapport with chats
  - Normal daily life
  - School activities
  - Differences in culture
- 📖 Constantly interact with the tutee even when they are working on problems



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## Reading...

- 📖 Begin with a topic of interest
  - Ask tutee about his/her week, hobbies, academic problems, etc...
- 📖 Read books that are challenging but not frustrating for the tutee
- 📖 Encourage reading out loud
- 📖 Give a stopping point if unable to finish a chapter so tutee is not discouraged
- 📖 Read some background information
  - Correct pronunciation minimally to build confidence
  - Pick out vocabulary words
    - 📖 Explain them
    - 📖 Have him/her use the words in a new sentence



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## Discussing...



- 📖 Discuss the reading and include some relevant firsthand experience
  - Use the wh-questions (who, what, when, why & where) to stimulate the discussion
    - 📖 Also try to stimulate discussions by relating the questions to their own lives or ask them to give an example of the main idea/topic of the story, if applicable.
  - Ask for summary
- 📖 Encourage them to apply new vocabulary
- 📖 Encourage them to speak in English

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## Writing!

- 📖 Formulate the discussion into a piece of writing
- 📖 Practice brainstorming and outlining to create organized writing pieces
- 📖 Feedback should first focus on the content and then on its form and the way it was written/organized
- 📖 Grammar and spelling should not be fixed until after the tutees have experienced the thrill of uninhibited writing
- 📖 Have the tutee rewrite the corrected composition as homework



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## Quality Improving...

### 📖 Goals:

- Rapid adaptation to America
- Effective educational assistance

### 📖 Gauge students' continuous growth

### 📖 Set high expectations – new immigrants and ESOL students are capable

### 📖 Leverage stimulating strategies to meet this demand

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## Resources Available:

- 📖 Other tutors & coordinators
- 📖 Large collection of storybooks & novels
- 📖 Collection of workbooks & worksheets
- 📖 Textbooks and dictionaries
- 📖 Don't be fooled by the covers!

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## At the end of the day...

- 📅 Fill out tutor and tutee records **completely**  
(Tutee records may be treated as informal report cards to parents)
- 📅 Return the records and name placards to coordinators
- 📅 Continue tutoring **until** the bell rings
  - If tutee is finished with his/her homework, go get a reading book from the program at an appropriate level for your tutee and work on new work from there.
- 📅 Help coordinators clean up and put away books  
(Don't leave books laying around, throw away trash and napkins from the snack, put away pencils, pens, crayons, etc.)



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## Important Dates

- 📅 Dec. 3, 2016 – Due date for 1<sup>st</sup> tutor and tutee evaluation
- 📅 Dec. 10, 2016 – Complete student information section of MCPS SSL form
- 📅 Dec. 17, 2016 – Holiday Party, 11:00 am -12:30 pm
- 📅 April 1, 2017 – Deadline for coordinator application
- 📅 April 22, 2017 – Due date for 2<sup>nd</sup> tutor and tutee evaluation
- 📅 April 29, 2017 – Deadline for tutor pre-registration
- 📅 May 13, 2017 – Complete student information section of MCPS SSL form
- 📅 May 20, 2017 – Annual award ceremony, 11:00 – 12:30 pm

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## Remember:

- 📖 Be Responsible!
- 📖 Use your common sense! If you don't know something...ASK a coordinator or adult volunteer!
- 📖 Read the Tutor Guidelines and Skills Sheet to improve your teaching skills! Remember, your goal is to help your tutee!
- 📖 Tell your lead coordinator if there is any change in phone number/email address so they can easily contact you when anything comes up.
- 📖 You're the key to helping your tutee!

[www.capsa-mc.org](http://www.capsa-mc.org)

[info@capsa-mc.org](mailto:info@capsa-mc.org)

Thank you for listening 😊

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