



CAPSA Tutor Training

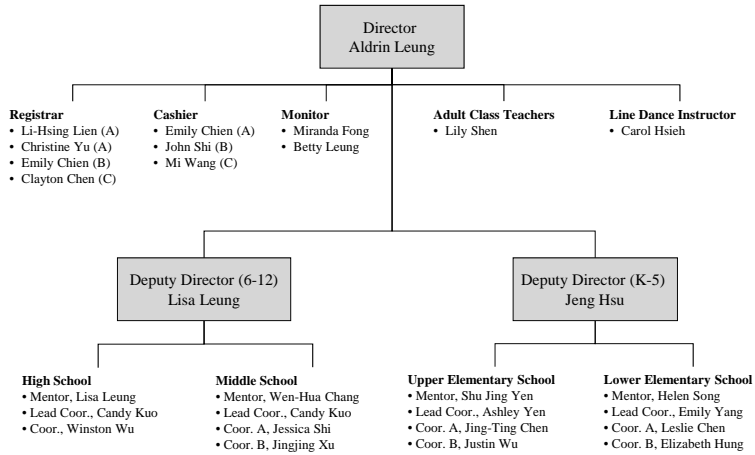
2013-2014 School Year

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

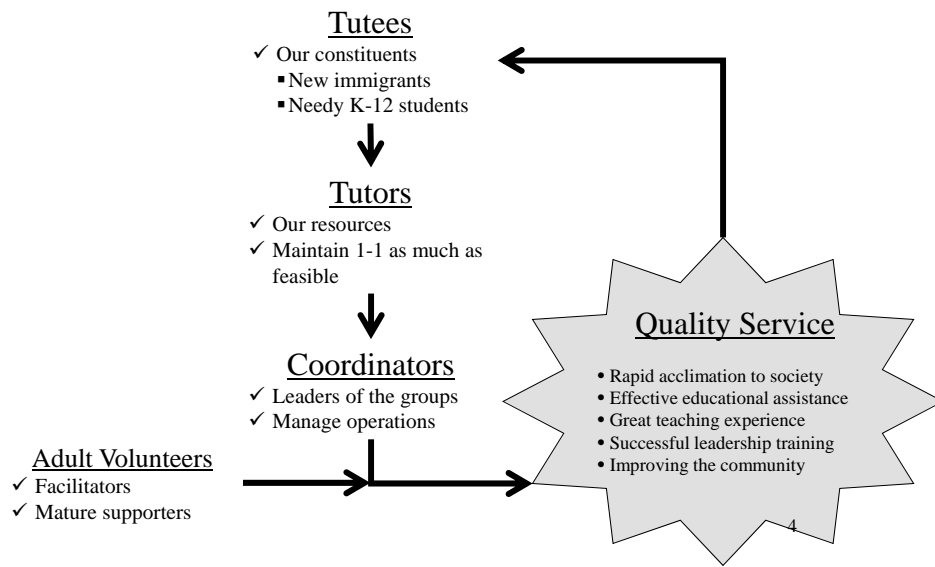
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CAPSA Tutoring Program



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Attaining Our Mission



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Attendance!!


BE ON TIME!

Arrival time:

- Coordinators: 9:50 am
- Tutors & tutees: 10:00 am

If unable to come...please call as soon as possible





- Lower ES Group – Emily Yang
(301) 873-8046 or ejyang7@gmail.com
- Upper ES Group – Ashley Yen
(301) 922-1700 or ashlenyen55@yahoo.com
- MS Group – Candy Kuo
(202) 725-0887 or candikuo@yahoo.com
- HS Group – Candy Kuo
(202) 725-0887 or candikuo@yahoo.com
- Emergency – Aldrin Leung – (240) 505-6988

 Check 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

- 📖 **A**ssist with completing their schoolwork
- 📖 **B**e aware of your students' abilities
- 📖 **C**ultural problems? Try to understand them!
- 📖 **D**evelop their English skills (read the Teaching Skills Sheet to get an idea of important skills)
- 📖 **E**valuate which subjects need more help and find related books and worksheets to improve them during the tutoring session
- 📖 **F**inish the day by assigning a little homework (A copy machine is available to make copies of books or workbooks)
- 📖 **G**ive 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

- 📅 Oct. 5, 2013 – Move to Lakewood Elementary School
- 📅 Dec. 7, 2013 – Complete student information section of MCPS SSL form
- 📅 Dec. 7, 2013 – Due date for 1st tutor and tutee evaluation
- 📅 Dec. 14, 2013 – Holiday Party, 11:00 am -12:30 pm
- 📅 March 29, 2014 – Deadline for coordinator application
- 📅 April 5, 2014 – Due date for 2nd tutor and tutee evaluation
- 📅 May 3, 2014 – Complete student information section of MCPS SSL form
- 📅 May 3, 2014 – Deadline for 2013-14 tutor pre-registration
- 📅 May 17, 2014 – 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
info@capsa-mc.org

Thank you for listening ☺

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