Center on **Teaching & Learning**
Reading Clinic

Date: _____

Personal Information

Name: _____ _____ _____
                    Last   First   Middle

Nickname: _____

Address: _____
                                   Street

_____ _____ _____
              City   State   ZIP

Phone: _____ E-mail: _____

Date of Birth: _____ Sex: _____

UO Student ID Number: _____

Tutoring/Training Logistics

Tutoring will take place in the HEDCO Education Building

Are you interested in tutoring for more than 1 term?: ☐ Yes ☐ No

Our services have expanded. Please indicate your preference for tutoring: ☐ Reading ☐ Math

We will make every effort to assign you to tutor according to your content preference, but can only guarantee you will be assigned that content area if you are completing this tutoring experience for a course that dictates a particular content assignment.

Tutoring Options (select one):

☐   Tutor for credit through the reading clinic (**1 credit = 1 hour of tutoring 2 days per week, 2 credits = 1 hour of tutoring 4 days per week, or 2 hours of tutoring 2 days per week. Max credits = 2**)

      _____ How many credits do you wish to earn?

☐   Complete a course requirement or field experience through your program. (e.g. SPED Minor)

    Please explain: _____

☐   Volunteer

Availability for Tutoring Sessions

The Clinic will provide services for 50 minutes during the 3 o-clock and 4 o-clock hours, two days per week. Please select your preferred days and times below. **Please indicate all of your availability**.

☐ Mondays and Wednesdays 3:00 pm to 3:50 pm	☐ Mondays and Wednesdays 4:00 pm to 4:50 pm
☐ Tuesdays and Thursdays 3:00 pm to 3:50 pm	☐ Tuesdays and Thursdays 4:00 pm to 4:50 pm

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Availability for Training:

Tutors may be required to attend 5 hours of initial program training, split over 2 days, the first and second week of the term. Training length may vary and is dependent upon whether or not you've already received training for a specific program. In addition to this initial training, tutors 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 the First 2 Weeks of the Term
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Department or Area within the College of Education

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

Advisor's Name: _____

Year in School: _____

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

Previous teaching/tutoring training and experience:

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CTL Center on **Teaching & Learning**
Reading Clinic

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.

2. Participate in an initial 5 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. Arrive prior to tutoring session to gather materials and prepare for the student's arrival.

5. Monitor student progress by administering in-program assessments. Review out-of-program progress monitoring data. Use data to support adjustments to instruction.

6. Allow regular observations of tutoring sessions by supervisors and/or parents. At times, sessions may be videotaped for future viewing. Tutors will debrief with the supervisor after observations.

7. 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. Touch base with parents in person before and/or after sessions.

8. Meet with the clinic staff and other tutors for weekly 1-hour training/feedback sessions.

9. 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.

10. 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.

11. Wear a College of Education ID Badge obtained through the COE at all times while in the clinic. Students who have not been admitted into the College of Education are required to complete a background check and wear a Reading Clinic ID Badge.

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

Return completed application to: Anna Ingram   Nancy Nelson
                                    Program Assistant   Director, CTL Reading Clinic

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 Anna Ingram (541-346-4314), annad@uoregon.edu.

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