

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 Clinic

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 your availability by selecting your most preferred days with a “1” and your second choice of days with a “2.” (Clinic preferred schedules for 2 days are Monday/Tuesday or Wednesday/Thursday, but this is not required). Tutors will meet 2 to 4 times per week with their group for 50 minutes each session.

Tutoring Time	Monday	Tuesday	Wednesday	Thursday
4:00 pm – 5:00 pm				

Availability for Training:

All tutors will be required to attend 4 hours of initial program training, split over 2 days, 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

- | | | |
|---|---|---|
| <input type="checkbox"/> School Psychology | <input type="checkbox"/> Special Education | <input type="checkbox"/> Early Intervention |
| <input type="checkbox"/> Educational Leadership | <input type="checkbox"/> Teacher Education | <input type="checkbox"/> Other |
| <input type="checkbox"/> Counseling Psychology | <input type="checkbox"/> Communication Disorders and Sciences | |

Advisor's Name: _____

Year in School: _____

College degrees received and/or related coursework taken toward 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.
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. 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: Shaheen Munir-McHill Nancy Nelson
 Clinic Coordinator 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 Shaheen Munir-McHill (541-346-8388), munir@uoregon.edu.