

## Tutor Application

Date: \_\_\_\_\_ Applications due no later than December 11, 2015.

### 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 = 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.

Please explain: \_\_\_\_\_

☐ Volunteer

### Availability for Tutoring Sessions

Please indicate your availability by selecting your most preferred days with a "1", your second choice of days with a "2," and so on. If you are unavailable for a specific time/day, please write "NA." Tutors will meet twice per week with their group or individual for 50 minutes each session. **Please note that you must select 2 days at the same time for availability.**

Tutoring Time	Monday	Tuesday	Wednesday	Thursday
3:00 pm – 4:00 pm				
4:00 pm – 5:00 pm				
5:00 pm – 6:00 pm				



### Availability for Training:

Tutors may be required to attend 3-4 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. Please note the available times for training in the first column.**

Day	Available Times
Monday after 1:30 pm	
Tuesday after 1:30 pm	
Wednesday after 1:30 pm	
Thursday after 1:30 pm	
Friday between 8:00 am and Noon	

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 3-4 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](mailto:munir@uoregon.edu). **Applications due no later than December 11, 2015.**