

Guidelines and Advice for participation in the Tutor Certification Workshops

★ We recommend that you have the following educational background to participate in LE 1240 or the Tutor Certification Workshops. We recommend you meet one of the following criteria:

Have completed ENGL 1010

OR Placed into ENGL 1010 from the CPT test

OR Completed WRTG 0990

OR Concurrently Enrolled in LE 1250

OR Have completed LE 1250 in the past

Tutors succeed when they have sufficient skills to complete the writing assignments required for certification.

★ Be prepared to make every session. Missing a session not only delays certification, but often it de-motivates a tutor from completing the certification process. Sometimes, there isn't another workshop scheduled in time to meet the deadline.

★ Be prepared for significant homework. Each workshop assigns a certain amount of homework that must be completed for certification. Remember, this is international certification as a tutor. It means increased marketability, good material for a résumé and maybe even a raise. The homework is worth it!

★ See the attached page for a comprehensive list of all work required for College Reading and Learning Association Tutor Certification Levels I and II.

Requirements for Tutor Certification

Important Notes:

- 1) If you are 15 minutes late or later to a workshop session, you may attend but will not receive credit for the session.
- 2) All requirements for certification in Level I need to be fulfilled within one calendar year.
- 3) Students registered in LE 1240 have additional assignments, not required for certification, but for completion of the course.

Level I – Maintain a GPA (or have graduating GPA) of 2.5

- Have a B or better grade in the course you are tutoring
 - Complete ALL certification workshops for level I (total of 12 hours)
 - Complete ALL homework from the workshops
 - Receive the signature for that homework from the designated instructor.
 - o Assignment from Workshop 1 _____
 - o Assignment from Workshop 2 _____
 - o Assignment from Workshop 3 _____
 - o Assignment from Workshop 4 _____
 - o Assignment from Workshop 5 _____
 - o Assignment from Workshop 6 _____
- * Poster assignment may replace ONE assignment for Level I or II (see description)
- Complete 25 hours of tutoring experience. Complete all associated paperwork and have them signed off by the supervisor of the site where the tutoring occurred.
 - Three tutoring evaluations must be completed. There must be a two week wait between each evaluation. They must be completed in this order:
1-Self evaluation, 2-Peer evaluation, 3-Supervisor evaluation
 - Submit a letter of recommendation to your supervisor.
 - Submit your completed paperwork within one year of the first Workshop.

Level II – Be approved for Level I certification **OR** hold certification from a previous year.

- Complete all Level II work listed below within one calendar year.
- Complete ALL certification workshops for level II (12 hours).
- Complete ALL homework from the workshops and receive each signature for that homework from the designated instructors. *INCLUDING the Poster assignment (see description)*
 - o Assignment from Workshop 1 _____
 - o Assignment from Workshop 2 _____
 - o Assignment from Workshop 3 _____
 - o Assignment from Workshop 4 _____
 - o Assignment from Workshop 5 _____
 - o Assignment from Workshop 6 _____
- Complete 25 hours of tutoring experience. Complete all associated paperwork and have them signed off by the supervisor of the site where the tutoring occurred.
- Three tutoring evaluations must be completed. There must be a two week wait between each evaluation. They must be completed in this order:
1-Self evaluation, 2-Peer evaluation, 3-Supervisor evaluation
- Submit your completed paperwork within one year of the first Level II Workshop.

Poster Session Assignment

What is the goal/objective of the Poster Session Assignment? Students will personalize, implement and articulate a deep understanding of how their tutoring skills have been improved by at least one of the certification workshops.

What should it look like? The poster should be a standard size 36 x 48 inch, white or black, tri-fold poster. When designing the poster, artistic flair isn't discouraged. Graphically relevant, visually pleasing design of the poster is appropriate, but the poster is not merely a collage. A poster that has a simple, well-organized presentation of necessary information can be just as effective.

What am I supposed to make the poster about? Demonstrate how a specific skill or skills were gained and applied to your tutoring practice as a result of at least one of the Certification Workshops.

How should I display the content? There is not just one way to illustrate an idea. Economy of visual space can make the message clearer, however. We recommend "visual bites" for the main poster (graphs, data sets, quotes, key ideas, flow charts, etc) with longer text being offered as a handout to accompany the poster.

How will I present it? During the Awards Ceremony, you will be present with your poster for viewing and questions. However, you will not give a formal oral presentation.

When is it due? This assignment is designed as a mandatory part of the certification process. At any time during the Level I or Level II certification workshops, a tutor may choose to substitute the poster assignment for any ONE of the workshop assignments, but must then be relevant to that workshop's content. Like all other homework, the poster's completion must be signed off by the workshop facilitator before certification can be awarded.