

SNC T U T O R S

Each semester you are asked to recommend talented students to become tutors. Without your assistance, this program could not be successful. It might be helpful to understand the expectations we have of tutors and the benefits they receive from being tutors.

St. Norbert's tutoring program has been certified by the College Reading and Learning Association 1991. Over 1000 college and university tutorial programs in the United States and Canada have received tutor training certification through CRLA's International Tutor Certification Program (ITCP). The purpose of this program is twofold. First, it provides recognition and positive reinforcement for tutors' successful work from an international organization, the College Reading and Learning Association. Second, its certification process sets a standard of skills and training for tutors. CRLA's ITCP has been endorsed by the National Association for Developmental Education Associations and the National Tutoring Association.

Our tutors must have a minimum GPA of 3.0 and faculty recommendations. We have two levels of certification. Upon completion of ten modules of training and twenty five hours of tutoring, a tutor is certified at Level 1. Upon completion of nine additional modules, a project and an additional twenty-five hours of tutoring, the tutor is certified at Level 2. Tutors are presented with certificates upon completion of each level.

To remain a certified program, all our tutors must work towards certification. Not all of our tutors complete certification but they must complete two training modules before they may work with students. This paid training is presented in 3 different ways: individually, group and video. Having trained tutors is a priority of this program because we ask that our tutors assist students with their study process in addition to clarifying concepts presented in the course. Certified tutors feel more confident addressing their students' time management and study strategies. If you would like more information about tutor training, we would be glad to provide it. If you would like to help facilitate

Tutor meetings with you

We ask each tutor to meet with the professor whose class they tutor as soon as they have been assigned a student. We want professors to feel comfortable with the assistance tutors provide and the tutor should feel confident that the suggestions they are offering are helpful for that specific class. Sometimes professors change their classes or the student is tutoring for a professor they haven't had. Professor communication makes tutors more effective.

Tutor sessions

Tutors are assigned based on their availability. We try to assign specific tutors for each class so they can adequately prepare for each session. When a student receives a tutor, they schedule weekly meetings. These may be individual meeting or groups of up to 3 students. In addition to helping clarify concepts, the tutor may address study strategies and time management as they relate to the class. The student is required to attend class and come to the session prepared. Tutoring is a supplement to professor office hours and TA availability.