Integrated Tutor Training Program Proposal

Prepared for:

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Contents

Project Summary

The 10-hour tutor-training program seeks to ensure that all tutor employees of Hawaii Tokai International College (HTIC) receive universal training and education in tutoring methods. The program is comprehensive in nature, consisting of four hours of self-study from higher-education approved video and text sources. Additionally, six hours of supervised training will further develop the skills of new tutors.

Statement of Need

It is in HTIC's best interest to have fully trained and competent tutors staffing its Library Learning Center (LLC). Better tutors mean higher student achievement, which directly benefits retention along with word of mouth advertising. A comprehensive training program decreases tutor-to-student liability while giving a nod towards accreditation.

While HTIC does currently have tutor-training resources, they are in text-only form with little to no way to assess new tutor engagement. The proposed training plan uses several media pared with reflection questions along with direct supervision to result in better-trained tutors.

Objectives

- Train new and existing tutors in a comprehensive program that teaches proper mechanics, ethics, communication, and efficiency aligned with the college's professors and the university's mission statement
- Give tutors a training foundation from which to feel comfortable. This includes education and a training structure that encourages peer and supervisor communication
- Align the tutor training with requirements of the College Reading & Learning Association (CRLA). The CRLA is the standard in higher education institution tutoring certification. By applying to the program, HTIC will be allowed to grant Level One International Tutor Training Program Certification. This professional development will make tutors more effective while giving them an incentive to learn and develop professionally.

Methodology

In compliance with CRLA guidelines and the needs of HTIC, a number of specific aspects of effective tutoring will be implemented into the tutor-training program. The effectiveness of the

program of tutors will be addressed in periodic evaluations by the tutor coordinator and head librarian.

The following ten categories will be addressed in the tutor-training program:

- Definition of tutoring and tutor responsibilities. Intro to the Library Learning Center

- Intro to the HTIC mission statement, ethics, and guidelines

- Basic tutoring guidelines and/or Tutoring do's and don'ts

- Techniques for successfully beginning and ending a tutor session

- Essay basics—the grammar and citation check

- Assertiveness and/or Handling difficult students

- Communication skills including pronunciation

- Active listening and paraphrasing

- Study skills

- Compliance with the ethics and philosophy of the tutor program and/or sexual harassment and/or plagiarism

- Other: TOFEL content knowledge and study strategies

Materials

Through a combination of DVD training videos, online study, self-study, and supervised practice, the tutor will have a strong grasp of effective tutoring. Potential training materials are split into two categories to reflect pricing options.

Option #1
Video training series:

- North Carolina State University: A Look at Productive Tutoring Techniques with training guide. 105 minutes. **$465**.

*Recommended by the College Reading and Language Association.

http://www.ncsu.edu/tutorial_center/Video/usersguide.html

Textbook(s):

- A Training Guide for College Tutors and Peer Educators (MyStudentSuccessLab (Access Codes)) [Paperback]. Sally A. Lipsky, 2010. **$22**.

http://www.amazon.com/Training-College-Tutors-Educators-MyStudentSuccessLab/dp/013714508X/ref=pd_sim_b_2

- The Tutoring Revolution: Applying Research for Best Practices, Policy Implications, and Student Achievement. By Edward E. Gordon, 2006. **$30**.

http://www.amazon.com/Tutoring-Revolution-Practices-Implications-Achievement/dp/1578865328

Additional resource(s)

- TOFEL flashcards and idiom list. **$40.**

http://www.flashcardsecrets.com/toefl/

Certification:

- College Reading & Learning Association CRLA's International Tutor Training Program Certification (ITTPC). **$150.**

TOTAL COST: $707.00

Option #2

Video training series:

- The Tutors Guide—the Complete series**. $360.**

Guide included. 210 minutes

*Used by the University of Hawaii education system

http://shopdei.com/ecommerce/?category=103

Textbook(s):

- A Training Guide for College Tutors and Peer Educators (MyStudentSuccessLab [Paperback]. Sally A. Lipsky, 2010. **$22**.

http://www.amazon.com/Training-College-Tutors-Educators-MyStudentSuccessLab/dp/013714508X/ref=pd_sim_b_2

Certification:

- College Reading & Learning Association CRLA's International Tutor Training Program Certification (ITTPC) **$150**

TOTAL COST: $532.00

Budget

Below is a cost-benefit analysis of two proposed training budgets. The cost between option #1 and option #2 is a difference of $175. To qualify the price difference, both options were compared using monetary savings, compliance with CRLA training program guidelines, range and quality of content, and amount of training tutors will receive.

Option #1, though slightly more expensive, is a stronger choice for the needs of the Tokai training program. The range of materials is more extensive and aligns closer to the recommendations set for by the CRLA. However, option #2 is comprehensive and will still provide sound training for new tutors.

Option		One	Two
Cost			
	Video Series	$ 465.00	$ 360.00
	Textbooks	$ 52.00	$ 22.00
	Additional Material	$ 40.00	$ -
	Certification	$ 150.00	$ 150.00
	Total	$ 707.00	$ 532.00
Benefit			
	Savings	low	medium
	Compliance	medium	low
	Content	High	low
	Training	High	medium
Score		9	6

Qualitative Value	Quantitative Value
High	3
Medium	2
Low	1

Conclusion

The tutor-training program ensures that all tutor employees of Hawaii Tokai International College (HTIC) will receive comprehensive training and education in effective tutoring methods. The program consists of self-study from higher-education approved video and text sources. Supervised training will further develop the skills of new tutors.

Effective tutors lead to higher student achievement, which can increase retention and word of mouth advertising. Better trained tutors means less tutor-to-student liability and increases the overall strength of HTIC's Learning Library Center.