

## New Tutor Orientation

Welcome to the Tutorial Center!

1/5/2009

## Introduction

- Why become a tutor?
- Who

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## What we will cover in this orientation

- Basic policies and procedures
- Introduction to the Tutor Training course (LRNA 98)

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## Policies and Procedures for Individual Tutors

- How you are assigned tutees
- How to contact your tutees

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## What to do during the first session

- Introduce yourself
- Tutor
- Arrange future sessions

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## Employee Information

- Maximum weekly hours
- How to sign in and out
- Can claim 15 minutes for each no show

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## Tutor Training

- All Tutor Meetings and Roundtables (paid staff meetings)
- LRNA 98 (credit class)

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## LRNA 98

- 1 unit, pass/notpass
- Define ways to apply training
- Request feedback of training session

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## Where to get more information

- Other training sessions
- List books, articles, electronic sources
- Consulting services, other sources

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