

## Becoming an Experienced Subject Tutor

- **What is an Experienced Tutor?**

An Experienced Tutor is a peer tutor in the subject tutoring program who has been an employee for *more than* two semesters and has completed the necessary training components (see information below). Please note that if you were a tutor during the summer session, this *does* count as a full semester of tutoring towards your qualification as an Experienced Tutor.
- **Why did Subject Tutoring decide to develop a training component?**
  - Part of being a tutor is being a model student. As model students, you have developed strong study skills and strategies that are important to share with others. The training will strengthen your ability to develop those skills in others and help them better absorb the course material they are studying.
  - In a recent survey both students and tutors expressed interest in more training in Note taking skills, Exam Preparation, Time Management, and more. We saw this as an opportunity to provide more support in these areas.
- **What are the benefits of being an Experienced Subject Tutor?**
  - Experiences Tutors have been trained in study skills and learning strategies as applied to the subject areas in which they are tutors. This training provides them with insight that in turn helps their tutees improve their study skills as well. Tutoring sessions become more effective and more productive because tutors can provide relevant insight to their tutees on study skills proactively, thus being able to dedicate more time to course content in the future.
  - When you begin tutoring in the Subject Tutoring Program, all tutors begin at a pay rate of \$11.00 per hour. After two semesters as a tutor in the Subject Tutoring Program and completion of the training, tutors rate of pay will increase to \$12.00 per hour.
- **Steps to Complete Experienced Tutor Training Program:**
  1. **Complete the Assessment of Academic Habits:**
    - Visit "The Study and Learning Strategies Page" on the Subject Tutoring Wiki accessible on the Academic Support Programs UMB website (listed under "Student Pages". Find the link to Assessment of Academic Habits (Column 2, Row 2).
    - Print the Assessment and take it yourself. As you fill in the responses, think about how you would have answered these questions during your first semester as a college student or how your tutees might answer these questions. Then, use the key to identify potential areas of study skills and learning strategies where you as a first semester student (or your tutees) could improve. It may be helpful to write these areas down for your own reference.
    - Read the "Directions" Sheet which explains to students how to access resources and workshops in their given areas of weakness to improve skills. This

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is important because when your students are struggling, you'll be able to refer them here to assess themselves and find resources.

**2. Attend two Reading, Writing and Study Skills Center Workshops over the course of your first two semesters as a tutor and complete two Post-Workshop Surveys:**

- You may attend two in your first semester, one in each semester, or two in the second semester.

-Workshops are held weekly (and sometimes more). You will be periodically reminded via email of upcoming workshop information.

-After identifying areas of weakness you may have had in your first semester on the Academic of Academic Work Habits or identifying the areas of weakness of your tutees, choose two workshops that you feel will help you develop new learning and study strategies and in turn help you become a better tutor.

-Fill out The Post-Workshop Survey on the Subject Tutor Wiki. This is a tool to reflect on what you have learned and apply it to your tutoring practice. Once you submit it, you will receive an automatic confirmation. In seven days or less you will receive an email from either Jeanne or Cynthia with personal feedback on your thoughts on the Post-Workshop Survey. We will keep track of your progress in the process of becoming an Experienced Tutor.

**3. When all of the above steps have been completed, you will receive a confirmation from the Subject Tutoring Program and the change in your pay rate will be implemented.**

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