



CAPSA Tutor Training

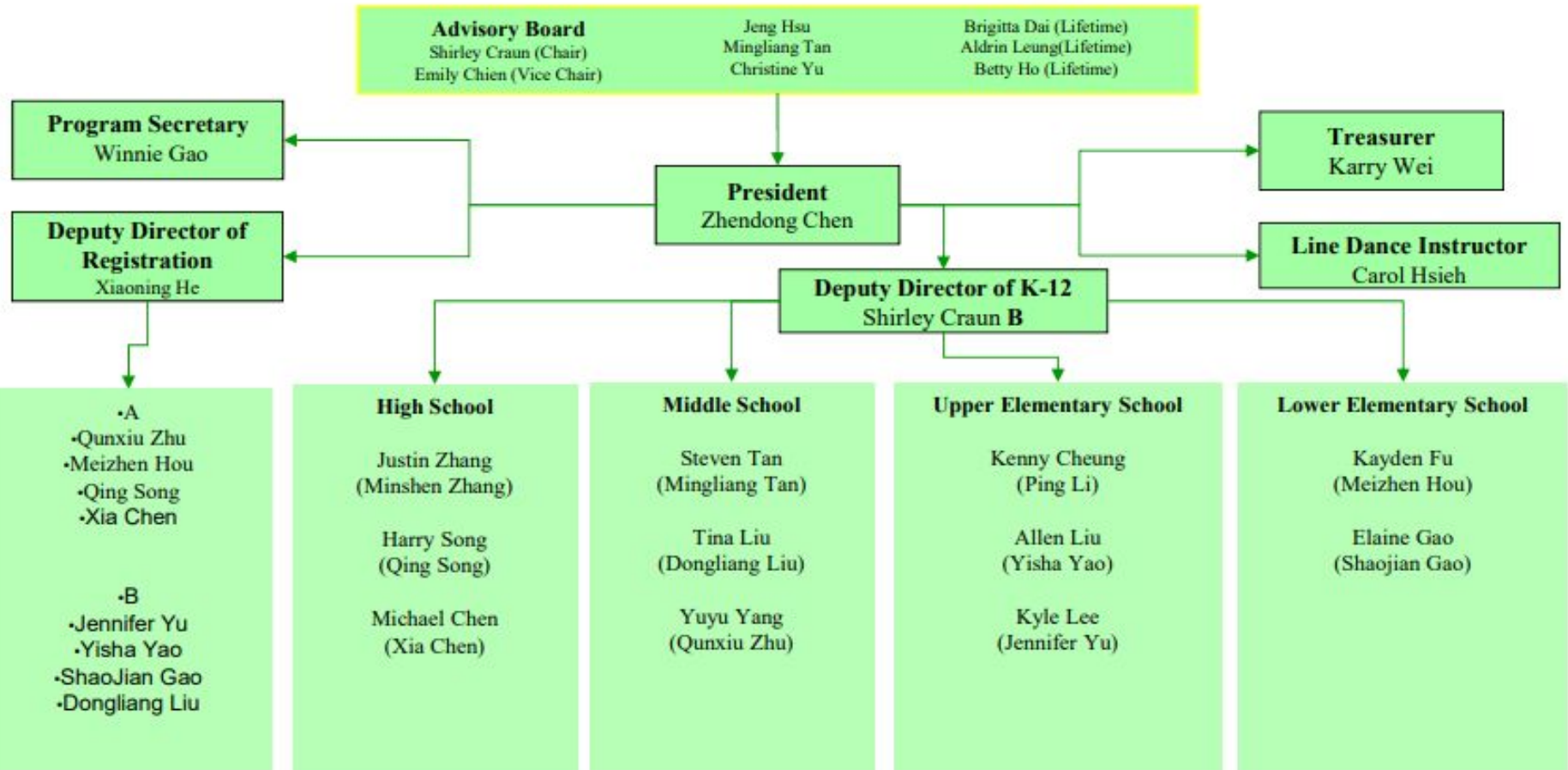


2019-2020 School Year

Tutoring Program Mission

- Provide tutoring services to new immigrants and other needy students
- Share experiences with new immigrant families in Montgomery County in adjusting to the society
- Provide community service and leadership opportunities to qualified high and middle school students
- Present education-related issues and needs to Montgomery County Public Schools

2019-2020 CAPSA Organization



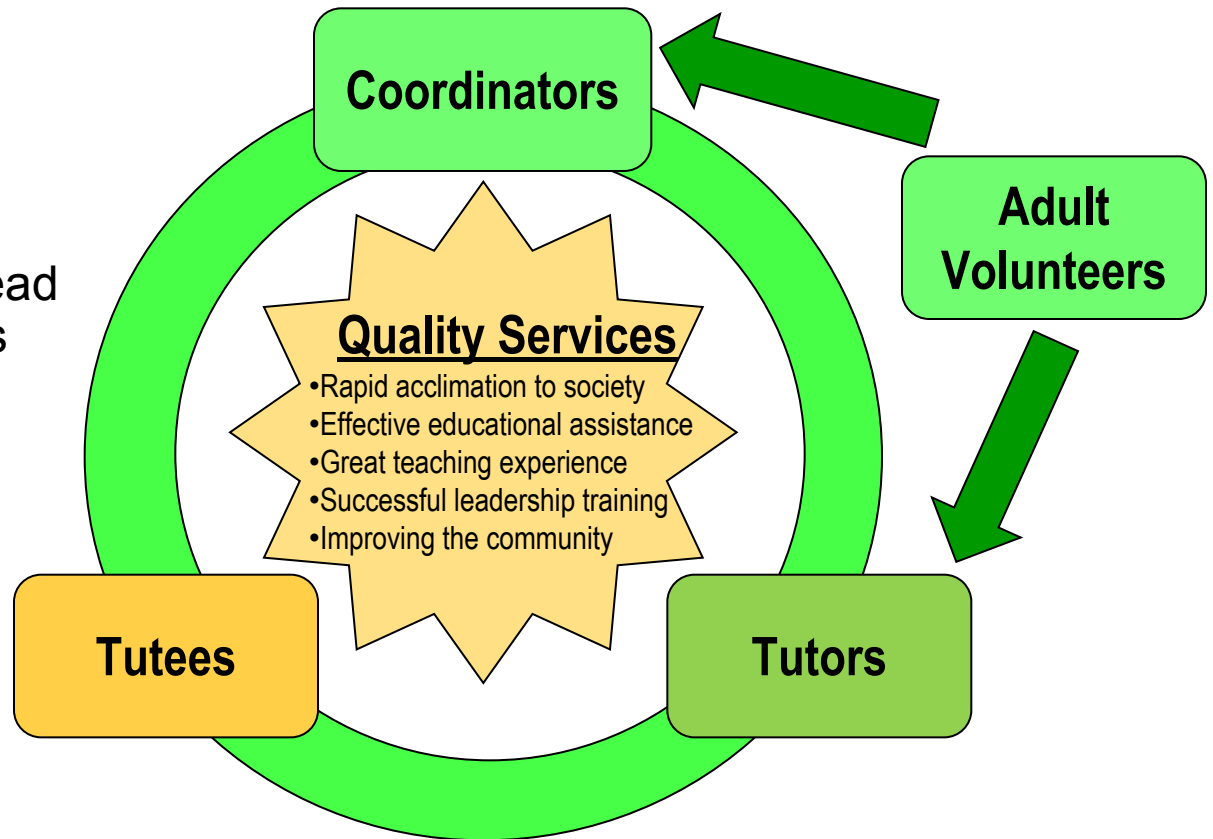
Our Primary Goal – Provide quality services to tutees

- Tutors are our basic and frontline resources – their quality services are of utmost importance
- Coordinators are there to provide quality management



How to Attain Our Mission

- Fully rely on our volunteers:
 - Adult volunteers
 - Coordinators
 - Tutors
- Coordinators will be given autonomy to lead the team as much as reasonable
- Adult volunteers are mature supporters who will step in when necessary



Attendance!!

➤ BE ON TIME!

➤ Arrival time:

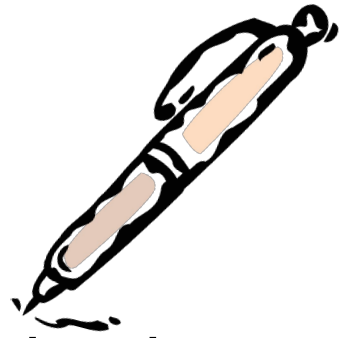
- Coordinators: 9:45 am
- Tutors & tutees: 10:00 am

➤ If unable to come...please call as soon as possible

- HS Group – Justin Zhang
jz367132@gmail.com
- MS Group – Steven Tan
steventan1277@gmail.com
- Upper ES Group – Kenny Cheung
(240) 475-8095 or kennyc2002@yahoo.com
- Lower ES Group – Kayden Fu
(202) 957-7249 or k8en712@gmail.com
- Emergency – Zhendong Chen – (240) 505-6988

➤ Check www.capsa-mc.org for announcements

Let the day begin!



1. Sign in at your tutoring group area in the sign in book labeled for tutors (Be honest about the sign-in time!)
2. Go to your assigned seat and find your tutee. Don't wait for them to find you.
3. If there is a problem with a tutor-tutee pairing, please contact a coordinator as soon as possible.
4. Tutors should not do their own homework or socialize with friends during this time! It is dedicated to addressing the tutee's needs.

Do's and Don't's...

➤ Please **DO**

1. Communicate with and understand your tutee
2. Be patient with your tutee's request
3. Teach them to the best of your abilities
 - a. Find a teaching pattern or style that works best with your tutee
 - b. Relate to him or her
4. Provide teaching materials if needed (Many in the CAPSA boxes **or** bring some from home)
 - a. Books
 - b. Magazines
 - c. Worksheets
 - d. Material copied from workbooks
5. Ask coordinators for help



Do's and Don't's... (cont'd)

Please

1. **Do Not** socialize with your friends
2. **Do Not** eat your breakfast while tutoring
3. **Do Not** bring outside homework to do or books to read
4. **Do Not** play with your cell phone, listen to music, or use any other electronic devices while tutoring
5. **Do Not** fold/throw paper airplane while tutoring
6. **DO NOT** DISTRACT OTHER TUTOR-TUTEE PAIRS
 - a. Do not sit next to your friends while tutoring if you feel like you will be distracted and not focus on teaching your tutee (Be responsible and mature!).
7. **DO NOT** do all of your tutee's homework and prevent him/her from doing any thinking or work of his/her own



ABCs of tutoring



- **A**ssist with completing their schoolwork
- **B**e aware of your students' abilities
- **C**ultural problems? Try to understand them!
- **D**evelop their English skills (read the Teaching Skills Sheet to get an idea of important skills)
- **E**valuate which subjects need more help and find related books and worksheets to improve them during the tutoring session
- **F**inish the day by assigning a little homework (A copy machine is available to make copies of books or workbooks)
- **G**ive praise and motivate your tutee!

Basics

- Tutee needs to be able to reveal personal information
 - Name, Age, Address, Telephone Number, and Name of School
- Build confidence
- Generate rapport with chats
 - Normal daily life
 - School activities
 - Differences in culture
- Constantly interact with the tutee even when they are working on problems

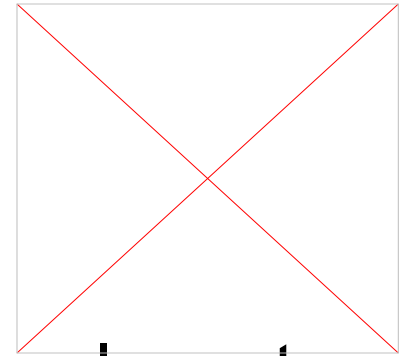


Reading...

- Begin with a topic of interest
 - Ask tutee about his/her week, hobbies, academic problems, etc...
- Read books that are challenging but not frustrating for the tutee
- Encourage tutee reading out loud
- Give a stopping point if unable to finish a chapter so tutee is not discouraged
- Read some background information
 - Minimally correct pronunciation to build confidence
 - Pick out vocabulary words
 - Explain them
 - Have him/her use the words in a new sentence



Discussing...



- Discuss the reading and include some relevant firsthand experience
 - Use the wh-questions (who, what, when, why & where) to stimulate the discussion
 - Also try to stimulate discussions by relating the questions to their own lives or ask them to give an example of the main idea/topic of the story, if applicable.
 - Ask for summary
- Ask them to apply new vocabulary
- Encourage them to speak in English

Writing!

- Formulate the discussion into a piece of writing
- Practice brainstorming and outlining to create organized writing pieces
- Feedback should first focus on the content and then on its form and the way it was written/organized
- Defer fixing grammar and spelling until after the tutee have experienced the thrill of uninhibited writing
- Have the tutee rewrite the corrected composition as homework



Quality Improving...

- Goals:
 - Rapid adaptation to America
 - Effective educational assistance
- Gauge students' continuous growth
- Set high expectations – new immigrants and ESOL students are capable
- Leverage stimulating strategies to meet this demand

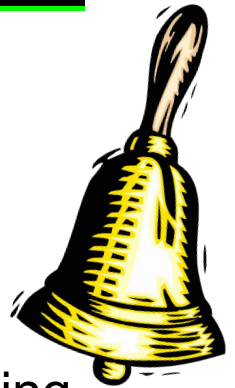
Resources Available:

- Other tutors & coordinators
- Large collection of storybooks & novels
- Collection of workbooks & worksheets
- Textbooks and dictionaries
- Don't be fooled by the covers!



At the end of the day...

1. **Fill out tutor and tutee records completely**
(Tutee records may be treated as informal report cards to parents)
2. Return the records and name placards to coordinators
3. Continue tutoring **until** the bell rings
 - a. If tutee is finished with his/her homework, go get a reading book from the program at an appropriate level for your tutee and work on new work from there.
4. Help coordinators clean up and put away books
(Don't leave books laying around, throw away trash and napkins from the snack, put away pencils, pens, crayons, etc.)



Important Dates

- Dec. 7, 2019 – Due date for 1st tutor and tutee evaluation
- Dec. 7, 2019 – Complete student information section of MCPS SSL form
- Dec. 14, 2019 – Holiday Party, 11:00 am -12:30 pm
- March 21, 2020 – Deadline for coordinator application
- March 28, 2020 – Due date for 2nd tutor and tutee evaluation
- May 2, 2020 – Deadline for tutor pre-registration
- May 9, 2020 – Complete student information section of MCPS SSL form
- May 16, 2020 – Annual award ceremony, 11:00 – 12:30 pm

Remember:

- Be Responsible!
- Use your common sense! If you don't know something...ASK a coordinator or adult volunteer!
- Read the Tutor Guidelines and Skills Sheet to improve your teaching skills! Remember, your goal is to help your tutee!
- Tell your lead coordinator if there is any change in phone number/email address so they can easily contact you when anything comes up.
- You're the key to helping your tutee!

www.capsa-mc.org
capsa.mcmod@gmail.com