LITERACY IS SUCH A COMPLICATED ADVENTURE TODAY.

QUOTEHD.COM   David Booth

END OF

SEMESTER

TASKS

New Tutor Training #8

READ TO LEARN

Revised 5/2018

End-of-Semester Tasks and Activities

At the end of each semester, there is information we need to gather. This information is mainly used to provide data to those who provide funding for our program.

The exact timing of each task is at Site Supervisor discretion, but generally the process begins around week eight.

Post-testing

All adult learners are post-tested at the end of every Spring semester. This is a program requirement. Those who fail to post-test will not be permitted to register for the Fall semester. Testing is done during class. Advance notice of the testing date is not given to ensure maximum compliance. If your adult learner is absent on the scheduled testing date, testing will be done during the next class or upon special arrangement with the Site Supervisor.

Online Student Evaluation

Each semester your Site Supervisor will send an email to your adult learner containing a link to an online evaluation. (Paper copies of the evaluation are available for those without computer access.) This evaluation may be completed at home or in class with your assistance. The responses received are used to evaluate the strengths of our program as well as areas of improvement.

Online Tutor Evaluation

At the end of each Spring semester your Site Supervisor will send you an email containing a line to an online evaluation. **Your feedback is important to us**, so we ask that you submit a response. (Paper copies of the evaluation are available for those without computer access.) Your responses are used to evaluate the strengths and needs of our program as well gathering ideas for future tutor trainings, etc.

Completion of "Student Profile"

The "Student Profile" is a form summarizing your work with your adult learner during the semester and an opportunity to document your adult learner's progress and areas needing improvement. This form remains in your learner's folder as a review of the previous semester and where to begin in the next semester. Completion of this form is done in class. Your Site Supervisor will provide you with the form along with instructions for completing it.

Celebration

During the last class of each semester, time is set aside to celebrate the hard work and dedication of both adult learners and tutors. In other words, there's a party! Each site plans its own celebration.

Meeting Over Semester Breaks

Tutors are asked only to commit to a ten-week semester. No time is required beyond that. What if a tutor and adult learner want to continue working together over semester breaks, however? That's great, and here are some guidelines to follow:

- Meetings must occur in a public place, such as a library or restaurant.
- Tutors are responsible for providing all materials.
- Tutors must track and record their time on the *Time Spent Outside RTL Class Tutor/Student Log*. These forms are available from your Site Supervisor. At the beginning of the next semester, submit completed forms to your Site Supervisor. **This information is essential for reporting purposes, so please keep an accurate record of all time spent outside of class.**

Intent to Return

Please notify your Site Supervisor by week ten of the current semester if you plan to return the following semester. This is not a formal commitment - just your intent at the time. Having a preliminary count of returning tutors helps the Site Supervisor calculate the number of new tutors needed.

During each semester break, you will receive a letter from the Read to Learn Volunteer Coordinator asking for your formal commitment for the upcoming semester. **Please respond to this letter also, so a final count of available tutors can be made.** Being a one-on-one tutoring program, Read to Learn can only accept as many students for whom tutors are available.