

Individual Tutor Training Log



The LCCC Tutor Program is internationally certified by the CRLA (College Reading and Learning Association). Prior to tutoring, all newly hired tutors (peer and professional) must participate in ten (10) hours of Level One CRLA tutor training usually conducted prior to the start of classes. Exceptions may be made by the ESC lab supervisor based on an individual tutor's prior training and on the program's needs.

LEVEL 1 TUTOR TRAINING LOG		
10 Hours training + 25 Hours F2F tutoring experience		
FACE-TO-FACE TRAINING SESSIONS (6 HOURS)		
REFERENCES	TOPICS	COMPLETED
MODULE 1.1 MATERIALS HANDBOOK PAGES: 3-19; 22-25; 37-49; 55-59	Definition of tutoring, tutor responsibilities, and observation/evaluation	
MODULE 1.2 MATERIALS HANDBOOK PAGES: 29-36; 50	Basic tutoring guidelines (do's and don'ts) and techniques for successful tutoring sessions in specific labs	
MODULE 1.3 MATERIALS	Communication skills: Verbal/non-verbal cues and responses	
MODULE 1.4 MATERIALS	Active listening and paraphrasing skills	
MODULE 1.5 MATERIALS HANDBOOK PAGE: 36	Role modeling: Helping students become independent learners	
MODULE 1.6 MATERIALS HANDBOOK PAGES: 20-21; 32; 52	Assertiveness and procedures for handling difficult students	
INDEPENDENT TRAINING SESSIONS (4 HOURS); TOPICS ALSO REVIEWED DURING F2F TRAINING		
REFERENCES	TOPICS	COMPLETED
MODULE 1.7 MATERIALS HANDBOOK PAGES: 26-28; 51	Compliance with the ethics and philosophy of the LCCC Tutor Program [including Workplace Solutions training and issues of plagiarism]	
MODULE 1.8 MATERIALS	Using Bloom's Taxonomy to support critical thinking	
MODULE 1.9 MATERIALS	Characteristics of adult learners and andragogy	
MODULE 1.10 MATERIALS HANDBOOK PAGE: 35	Strategies for effective learning	
Tutoring Experience	25 hours tutoring experience	
Performance Evaluation	Formal Observation and/or Self-Evaluation	
Certificate	CRLA Level One – Regular Level	Issued

Tutor: _____ Supervisor: _____