**Academic Success Center**

New Peer Tutor Orientation Checklist

The list of topics on which all new tutors should be trained is listed below; the time required for each training session and the list of cohort coordinators or administrators who lead these trainings are listed with each topic. Please review the list of topics, and using WCOnline, schedule appointments with the coordinators to meet and review each training topic. To complete sessions lead by administrators, please contact her/him directly.

When scheduling an appointment, please write “New Tutor” training in the “Class and Assignment” section of the form, list the topics you intend to cover under “What would you like to work on?”, and check “Placeholder” under “Admin Options.” You are more than welcome to piggy back on fellow peer tutor’s training session. Just be polite, and give both the trainer and the trainee a heads up that you plan to join them.

Trainer’s Initials Session

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Balancing the Roles of Peer and Tutor** (20 Minutes)

 *Meet with Ebony Williams (*ewilliams@laverne.edu*)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Stages of a Tutoring Session** (10 Minutes)

*Rosendo R., Emma S., Hunter L., Lindsey W., Guadalupe R., Kaylee C., Charonne R.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Opening the Session** (15 minutes)

*Rosendo R, Emma S., Hunter L., Geber P., Lindsey W., Kaylee C, Yi Y., Charonne R*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Scaffolding** (15 minutes)

*Rosendo R., Hunter L., Geber P., Guadalupe R., Kaylee C.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Questioning** (10 minutes)

*Guadalupe R., Kaylee C.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Metacognition** (10 minutes)

*Lindsey W., Guadalupe R., Yi Y.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Confidence and Motivation and Metaphors** (15 Minutes)

*Rosendo R., Geber P.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Engaging Students** (15 Minutes)

*Rosendo R., Yi Y., Charonne R.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **WC Online Basics** (20 Minutes)

*Please meet with Bil Owen (wowen@laverne.edu)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Tutor Administrative Duties** (20 Minutes)

*Please meet with Donna Williams (dwilliams3@laverne.edu)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Coaching Introduction** (30 Minutes)

*Please meet with Dr. Linda DeLong (ldelong@laverne.edu)*