

PK-12 Tutoring Program Guidelines

Return completed application and materials to:

UW-La Crosse CDCR Office ♦ 270 Murphy Library ♦ 1725 State Street ♦ La Crosse, WI 54601

phone: 608-785-5080 ♦ fax: 608-785-5082 ♦ email: cdcrc@uwlax.edu

Program Background:

A goal of the Research Center for Cultural Diversity and Community Renewal (CDCR) is to actively pursue a genuine relationship between various UW-System campuses and western Wisconsin communities and school districts. The PK-12 tutoring program was developed in part to build relationships with area schools, students and educators. University students are also encouraged to work within the community and share their skills and knowledge with PK-12 students. This program provides an ideal blend of CDCR's mission and the belief that children will develop into better community members and leaders, capable of making progressive decisions that affect all individuals, in particular, people of color.

Program Components:

CDCR tutors provide assistance and guidance in the following areas:

- Academic tutoring in all core subjects
- Assistance with homework
- Cross-cultural activities
- Hmong language literacy and writing skills
- Hmong culture
- Hmong storytelling
- Guest speakers from the community will be invited to give presentations
- Leadership skills
- Career development
- Technology training
- Crime prevention
- Mentoring
- Social skills
- Sports activities
- Field trip opportunities

Benefits of being a Tutor:

- Gain experience working with youth
- Obtain mentoring experience
- Improve skills and knowledge in content area and language literacy
- Service learning experience
- Undergo self-reflection through journaling or reports
- Gain a better understanding of the community

Expectations of Tutors:

CDCR Office:

- Be punctual
- Come with a student centered philosophy to each session
- Respect the students
- Notify the school if you are unable to attend a session
- Maintain a professional relationship with students and staff at all times
- Always come to the tutoring sessions prepared
- Develop and maintain good working relationships with the staff
- Act professionally through clothing, language and attitude
- Be a good representative of the University
- Ask questions and seek help if you need it
- Be resourceful
- Be a positive role model
- If there are issues, speak to CDCR's tutoring coordinator first

School District:

- Dress is casual. No tank tops, beer slogans or other inappropriate logos on clothes.
- If you are unable to attend that day, call the Coordinator (must give at least 2 hours notice).
- Background checks are required. Please complete the required form(s) and return it to the school.
- Name tags need to be used at all times.
- Return all supplies to the proper places in the office. Advanced notice for special items or bus trips is needed to make the program run smoothly.
- Work with students to facilitate learning.
- Share things with your student-mentor. Tell them your hopes/dreams/career plans and encourage them to dream about their future.
- If problems arise, please talk to your Supervisor.

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| | | | | |
|-----------------------------------|----------------|--------------|-------------------|----------------|
| Name (Last) | (First) | (Middle) | Social Security # | |
| Permanent Address | | City | State | Zip |
| (_____)_____ | (_____)_____ | (_____)_____ | _____ | |
| Permanent/Home Phone # | Mobile Phone # | Work Phone # | | |
| Email Address (checked regularly) | | | _____/_____/_____ | Female Male |
| | | | Date of Birth | |

CURRENT STUDENTS

| | | |
|----------------------|----------------|-------------|
| University Attending | Degree Seeking | Overall GPA |
|----------------------|----------------|-------------|

Please rank in order of preference, which group of students you would like to work with. 1 being your first choice and 3 being last choice.

- High School
- Middle School
- Elementary

When are you able to provide Tutoring?

- Fall Semester
 Mon. Tue. Wed. Thur.
- Spring Semester
 Mon. Tue. Wed. Thur.

Please answer the following questions on a separate sheet(s) of paper (if necessary) and submit with the application:

1. Have you tutored in the past? Yes No
If yes, what are your previous experience(s) with tutoring?

2. What does tutoring mean to you?

3. Why do you wish to provide tutoring?

OFFICE USE ONLY:

DATE RCVD:

DATE A or D:

Student:
