

MISSED TRAINING POLICIES FOR TUTORS & SI LEADERS

While all tutors and SI leaders (new or returner) are required to participate in all portions of training (pre-semester, team meetings, discipline workshops, and blackboard discussions), extenuating circumstances may cause a tutor/SI Leader (SIL) to miss one or more of the required components. The following policies have been developed in order to ensure that all team members still have the full complement of training requirements satisfied:

All tutors are required to notify the Assistant Director (with Tutoring Coordinator cc'd) in writing prior to missing ANY training components. Permission to miss training is only approved in extenuating circumstances and documentation may be required. Failure to do so may result in removal from the tutor/SIL position.

Pre-semester Training:

Returners

Returning tutors/SILs who have previously worked as a CLASS tutor and attended training within the past 12 months have already satisfied a minimum of Level I components. [*Returners who have not attended any tutor training through CLASS within the past 12 months will be required to satisfy "new tutor" policies.*] They are required to meet with an Academic Success Team member (typically a graduate assistant) for 60-90 minutes to review key training topics and discuss any new additions to the tutoring program.

New Tutors/SILs

New tutors/SILs are required to meet with an Academic Success Team member (typically a graduate assistant) for a minimum of two 75 minute "make-up training" sessions. At these "make up" sessions, the staff members review key training topics and use case studies and role playing for new tutors to practice techniques. Each new tutor would observe one tutoring session by a returner between the two make-up sessions in order to see the concepts discussed in action with a follow-up reflection assignment. Tutors will be required to attend every upcoming team meeting and discipline workshop in order to maintain employment.

Discipline Workshops and Team Meetings:

Returners

Returning tutors/SILs who have previously worked as a CLASS tutor/SIL and attended training within the past 12 months and have already satisfied a minimum of Level I training components are required to meet with an Academic Success Team member (typically a graduate assistant) to review key discipline workshop or team meeting objectives and/or training topics. As these are 1-on-1 meetings, content is often covered more quickly than in the group meetings, however, a minimum of 30 minutes is required.

New Tutors/SILs

New tutors/SILs who miss discipline workshops or team meetings who have also missed the pre-semester training may be removed from their tutoring/SIL position. New tutors/SILs who attended the full pre-semester training but miss discipline workshop(s) or team meeting(s) will be required to meet with an Academic Success Team member (typically a graduate assistant and/or their peer mentor) to review key discipline workshop or team meeting objectives and/or training topics. As these are 1-on-1 meetings, content is often covered more quickly than in the group meetings. However, a minimum of 30 minutes is required.

Blackboard Discussions and Assignments:

Returners and New Tutors/SILs

Any tutor/SIL not completing the Blackboard discussions and/or any other assignments is required to meet with the Assistant Director or Coordinator during the week immediately following the assignment due date. A plan will be developed in collaboration with the supervisory staff to make up the assignment. Tutors who miss multiple Blackboard discussions or assignments may be removed from the tutoring position.

ACKNOWLEDGEMENT

I, _____, have read and understand the above policies and agree to abide by its
[Print name]
terms and conditions while I am employed by the Center for Learning And Student Success at Florida Atlantic University.

Signature _____ Date _____