



2009-2010

APPOINTMENT-BASED Foreign Language Peer Tutor Job Description

CTL peer tutoring emphasizes helping students develop independent learning skills. Foreign Language tutors focus almost exclusively on helping students cultivate conversational skills. The tutor's job is to help students build their understanding of key structures through practice, consistent with the proficiency objectives and methods of the course as it is currently taught. The emphasis in language tutoring is on conversation and practice of functional grammar, in other words, on using the language. Foreign Language tutoring is offered in Arabic, Chinese, French, German, Italian, Japanese, and Spanish.

Appointment-based Peer Tutors meet with students in individual appointments that are made online. Small group tutoring can be arranged by special request. Tutoring is available from the first Sunday of the quarter until the last day of classes. By the second week of the quarter tutors are expected to set a schedule for the entire quarter with at least three hours of tutoring availability per week, though not all hours may be booked. Tutors may work as many as 10 hours per week and are responsible for the tutoring appointments that they schedule. They should be prompt to their appointments and meet with students in a mutually agreed-upon location. Tutors may apply to tutor as many courses as they wish. To support the tutoring program both logistically and methodologically, tutors are required to attend quarterly meetings. Tutors are also asked to assist in the recruitment, interviewing, and training of new tutors.

All new tutors must attend training in its entirety. Training will be provided through an "on-the-job" fall internship with a mentor tutor (4 hours, unpaid), and through CTL 120: Peer Tutor Training, a 1-unit course which meets the first weekend of Fall Quarter. You should plan to attend Friday evening and all day Saturday. You must participate in training even if you do not take this course for credit.