



UNI-CUE TUTORING CENTER TUTOR'S HANDBOOK

08.27.2024

PROGRAM OVERVIEW

The UNI-CUE Tutoring Center established in 2009 as an outreach program serving Black Hawk County students in grades K-12. The learning environment at the Tutoring Center is success oriented; and offers opportunities for students to succeed academically, increase their self-esteem, and become more productive citizens within their community.

Tutoring consists of one-on-one sessions for one (1) hour each weekly session during the fall and spring semesters. All Tutoring takes place at the UNI-CUE, 800 Sycamore Street in Waterloo, IA, on Tuesday, Wednesday, and Thursday evenings from 4:00-7:00 PM.

DIRECTIONS FROM UNI TO UNI-CUE (7.7 miles)



1. Leave UNI Campus; turn LEFT onto University Avenue.
2. Continue traveling EAST (about 5.9 miles) until you reach the point where University Avenue veers left.
3. Turn LEFT (NORTH) onto US-63 [Sergeant Rd]. Drive under the overpass and continue across the Cedar River.
3. Immediately turn RIGHT onto Sycamore Street, which is the first road past the river.
4. Continue driving EAST on Sycamore Street until you reach the UNI-CUE, which is located at the intersection of Sycamore and 6th Streets.
5. Drive past the UNI-CUE building and immediately make a RIGHT turn into the parking lot.
6. After 5:00 p.m., if parking is unavailable in the UNI-CUE parking lot, Tutors may park free in the City of Waterloo parking lot, which is located just across Sycamore Street north of the UNI-CUE building.



UNI-CUE
800 Sycamore Street
Waterloo, IA 50703

TUTORING GUIDELINES

Attendance: Attendance of Tutors and Tutees is critical to the success of the UNI-CUE Tutoring Program. Absences of Tutors and Tutees must be reported to the program coordinator. Please call 319-273-4772 or send an email to bethany.botchway@uni.edu to report all absences.

Background Checks: The University of Northern Iowa requires child abuse background checks for all adults who work with minors. Many students will have had a background check completed by the College of Education. If you have had a background check done in the last year from the University of Northern Iowa, please provide that documentation to the Assistant Director. For students who have not had a background check, the UNI-CUE will cover the cost of background checks.

Note: Background checks must be completed before Tutoring can take place.

Cell Phones: Under normal conditions, cell phones/texting are not allowed by Tutors or Tutees during Tutoring sessions.

Child Abuse or Neglect: Should tutor(s) suspect child abuse or neglect, they are required to do the following:

- Report any suspicion of abuse and neglect immediately to the UNI-CUE Assistant Director or Tutoring Center Program Supervisor.
- Assist in the evaluation of making a child abuse report.
- Complete any required paperwork about the incident.

Commitment: In order to provide a consistent learning experience for our Tutees, Tutors are asked to make a commitment of at least one semester. Please inform the Assistant Director or the Program Supervisor if you would like to continue tutoring after the end of the current semester.

Computers: The UNI-CUE Tutoring Center is equipped with 20 computer stations, which may be used as an academic aid during Tutoring sessions. Tutees are to be closely monitored by Tutors while using the computers. Tutees may not use Facebook, Twitter or other social networking services or visit inappropriate web sites.

Confidentiality: All Tutoring records are confidential. Tutors must respect privacy of the student and the student's family by not discussion a student's academic progress, behavior, or Tutoring-related incident with others.

Dress Code: Tutors should dress in an appropriate and respectful manner. They may not wear clothing or accessories which display any type of inappropriate substance (i.e., alcohol, drugs, cigarettes, etc.) or language. Tutors must dress in a manner that is comfortable, modest, and appropriate for working with children and the general public. We request that hats not be worn during Tutoring sessions.

First Aid: A First Aid kit is kept in the Tutoring Center. Notify the Tutoring Center Program Assistant immediately should an injury occur.

Inappropriate Behaviors: Volunteers must always serve as role models. Tutors must refrain from inappropriate behaviors including, but not limited to, the following:

- Use of profanity.
- Use of drugs or alcohol
- Carrying weapons
- Discussion of inappropriate topics.
- Making “sexual or emotional advances” to a student.
- Selling merchandise or actively promoting his or her business.
- Proselytizing (persuading to a way of thinking or acting).
- Giving gifts or money.

Learning Resources: The UNI-CUE Tutoring Center is equipped with books and learning tools, and games for use during Tutoring sessions. Tutors may check out educational resources from Rod Library or bring personal items to assist in Tutoring sessions. The UNI-CUE is not responsible in any way for damages or loss of personal items.

Name Tags: Tutors must wear identification name tags at all times, during tutoring sessions. If you do not have a name tag, please request for one from the tutoring Program Supervisor on duty. You will be given a temporary name tag to use for that session, and a permanent name tag will be provided by the next week. There is no charge for UNI-CUE name tags. Tutors should return their nametag to the Program Supervisor after their tutoring sessions is completed.

Absences: Tutoring will NOT take place during the following times:

- University Holidays
- Parent-Teacher Conferences
- Thanksgiving Break
- Winter Break
- Spring Break
- Finals Week
- When the Waterloo Community School District calls a “snow day”.

Sign-In Procedure: Upon arrival at the UNI-CUE, Tutors do not register at the front desk, but they are required to sign an Attendance Sheet in the Tutoring Center (2nd Floor).

Supervision of Youth: Tutors will accompany youth at all times while they are in the UNI-CUE building, including when they leave the classroom and move through the UNI-CUE building (e.g., restroom breaks). After each Tutoring session, Tutors will escort students in grades K-8 to the main entrance to wait for their guardian(s) to pick them up. Students under the age of 16 may not leave the building until their guardian arrive; they may wait in the reception area until parents arrive to pick them up.

Tutoring Center Staff: Tutoring sessions will be monitored by the UNI-CUE Assistant Director or the Tutoring Center Supervisor.

Student Discipline: With the exception of verbally and politely requesting the students’ attention, Tutors are not to discipline students. All discipline concerns should be directed to the Tutoring Center Supervisor and/or UNI-CUE staff.

INTERACTIVE JOURNAL REPORT

NOTE: An Interactive Journal Report is prepared by Tutors after every Tutoring session. These reports are very important because they serve as a permanent record of the Tutoring session.

Reports must be neat, clear/understandable, brief, specific, and practical. Each Report should take no more than five minutes to complete in full. They are designed to: 1) discuss what was done during the Tutoring session; 2) report on Tutees' progress and reaction to the methods and materials presented; 3) evaluate the Tutoring session; and 4) help in planning the next session.

The Interactive Journal Report includes the following components:

1. **Tutoring Sequence:** Describe what you plan to do during today's session.
2. **Session Summary:** Give a concise report of what was done and specific things that you saw/heard the students do and say. Share your feelings, reflections, and ideas about your interaction with your Tutee.
3. **Tutee's Progress:** Give a clear indication of any progress or lack of progress. This information will be crucial in helping you determine what you might plan to do in the next session.
4. **Recommendations for Next Session:** At the end of the session, you should have some idea of what you will be working on next week. This is the basis for next weeks "Tutoring Sequence" and gives you something to think about during the week, including obtaining educational resources from the University Library.

The Interactive Journal is a learning experience. It is our hope that this format will help you learn about the Tutee as well as about yourself.

Occasionally, Tutees may not show up for their scheduled Tutoring session. When this occurs, an Interactive Journal Report must be prepared indicating the Tutee's absence and include a note stating whether or not the parent called to cancel and/or reschedule the appointment. **If the parent did not call, Tutors are asked to call the parents to remind them about the next week's appointment and then indicate that the results of the telephone conversation on the Interactive Journal Report.** Tutors must report any absences by Tutees to the Program Director or Tutoring Center Supervisor.

Tutees who are absent for two sessions without a valid excuse may be dropped from the program. When this occurs, the Tutor will be assigned to a new Tutee.

The information in the Tutees' files is confidential in nature. Interactive Journal Reports must be placed in the student's file at the end of each Tutoring session. Files and documentation of Tutoring sessions are the property of the University and must remain at the UNI-CUE.

SAMPLE INTERACTIVE JOURNAL REPORT

Tutee's Name: _____ Tutor's Name: _____

Session Date: _____ Start Time: _____ End Time: _____

If your Tutee did not come for the scheduled Tutoring session, please note the following information under "Session Summary" below:

- 1) Did parent call in to report absence?
- 2) If the parent did not call, were you able to contact the parent by telephone?
- 3) If you were able to reach them by phone, what was the parent's reason for their child's absence?

1. TUTORING SEQUENCE: _____

2. SESSION SUMMARY: _____

3. TUTEE'S PROGRESS: _____

4. RECOMMENDATIONS FOR NEXT SESSION: _____

GUARIDANS' COMMENTS

"Honestly, I don't know how many parents ... appreciate what your program has to offer. This program is an asset to (my child's) schooling. As long as the program is available, we will continue to use it."

"My fifth grade son has been in Tutoring at the UNI-CUE for most of the school year. He looks forward to it every week. I just recently received his report card and every area was at a '3' or better. This was very exciting for us because usually he is below average. I have noticed that his attitude about school has also improved. I would highly recommend this Tutoring program to anyone."

"This program does make a difference in children's lives."

TUTORS' COMMENTS

"I have learned that my lesson plans will never go the way I expect them to. Because of this, I have learned how to teach on the fly."

"I am getting the opportunity to experiment with new instructional strategies and see what works or needs improvement."

"This experience has greatly enhanced my ability to teach remediation/ struggling students."

EAST HIGH SCHOOL TEACHER'S COMMENTS

"The UNI-CUE Tutoring program is a wonderful opportunity for the children in our schools. The one-on-one teaching that the UNI Tutors thoughtfully prepare each week to meet the needs of the students in their care provides academic support, encouragement, and aligns with the Waterloo Community School District's goals. The Tutors gain valuable time learning how to design and implement lesson plans to meet the individual needs of their Tutee. The Tutee gains all the expertise and individual attention that the Tutor has in their personal and academic experience. Both the Tutor and Tutee walk away from the experience knowing a little more about themselves, their education, and, hopefully, more confident in their abilities."

For additional information about the UNI-CUE Tutoring Center program, please contact Bethany Botchway



Bethany Botchway

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