

FEDERAL COMMUNITY SERVICE WORK STUDY PROGRAMS

THE NEWSLETTER



FALL 2011 TUTOR TRAINING

Our 2nd annual Fall Tutor Training was held on Saturday, September 17, 2011 at Pacific Lutheran University in the University Center. Fifty mentors and tutors from the America Reads program, Big Buddies, and the Power Club participated in reading and math workshops sponsored by the Center for Community Engagement and Service. PLU faculty and staff, as well as teachers and staff from our local school partners facilitated workshops for the tutors and mentors to prepare them for their work with children. The following workshops were offered at this year's Tutor Training:

- **Teaching Spelling Using Phonograms**

-Cindy Miller, Learning Specialist, James Sales Elementary

- **Mentoring 101**

-Alex Lewis, AmeriCorps After-School Leader, James Sales Elementary

- **Tutoring 101**

-Tiffany Lemmon, Program Specialist, Pacific Lutheran University

- **Comprehension Instruction for Small Group Tutoring Sessions**

-Jan Lewis, Associate Provost for Curriculum, PLU Instructional Development and Leadership

- **Working Effectively with ELL Students**

-Tonya Stevens Chelius, ELL Teacher, Evergreen Elementary

- **Math Strategies for Secondary Students**

-Shelly Moreno, 5th grade Teacher, James Sales Elementary

- **Love & Logic for Tutors**

-Marlys Fisher, Paraeducator, Love & Logic Facilitator, Franklin Pierce Schools

- **Math Strategies for Primary Students**

-Cindy Miller, Learning Specialist, James Sales Elementary

According to our tutor training evaluation, 98% of participants considered the training to be *Excellent*.

A big thank you to all of our facilitators for helping us put on this important training for our tutors. We couldn't have done it without you. We hope to offer this training to more community tutors next year.



Center for Community Engagement and Service

SPECIAL POINTS OF INTEREST:

- October 3-7, 2011 is *NATIONAL TUTORING WEEK!*
- *Love and Logic Tips on page 2.*
- *Add us on Facebook. More info on page 2.*
- *Mentoring 101 Notes on page 3.*
- *Don't forget to turn in your timesheets on October 17th!*
- *Sign up for the Internship and Job Fair. See add on back page.*

MEET THE 2011-2012 BIG BUDDIES COORDINATORS



PJ EDDS

PJ is a Junior at PLU and majoring in Mathematical Economics. He has worked 3 semesters as Big Buddy and is our Secondary Coordinator this year. His favorite thing about Big Buddies is "the part when something clicks for your Little Buddy. They can really see the power of knowledge when that happens."

I ♥ Big Buddies



CATY POETTER

Caty is a Sophomore at PLU and majoring in Pre-Physical Therapy. She has worked 2 semesters as a Big Buddy and is our Primary Coordinator this year. Caty's favorite thing about Big Buddies is "the positive impact the relationship of the Big and Little Buddy have on one another. Together they build a relationship based on trust and genuine concern for one another."



TOP TENS

Top 10 Ways to Communicate as a Tutor or Mentor

1. Email or call classroom teacher.
2. Leave a note on desk for teacher if they're out.
3. Meet with teacher ahead of time.
4. Ask questions if you don't know the answer.
5. Talk to office staff.
6. Talk to your supervisor.
7. "CC" extra people on emails when multiple people need to know information.
8. Talk to other tutors, mentors.
9. Call in case of absences.
10. Contact site coordinators or supervisor.

Top 10 Policies and Procedures to follow

1. Attendance (Report absences).
2. Dress code.
3. NO cell phones!
4. Always wear nametags.
5. Time sheets (on time).
6. Group meetings.
7. Talk with teacher if you have questions or concerns.
8. Communicate with Tiffany regularly.
9. Check PLU email daily.
10. Confidentiality (no student contact outside of work).

LOVE AND LOGIC SOLUTION: TURN YOUR WORDS INTO GOLD

Ineffective Technique	Love and Logic Technique
Please sit down. I'm going to start now	Please be quiet. It's time to begin.
Please sit down. I'm going to start now. I'll begin as soon as you are seated.	I'll be glad to start as soon as you show me that you are ready.
Open your books to page 54.	I'll be working from page 54.
Don't sharpen your pencil while I'm talking	I allow people to sharpen pencils when I'm not giving directions.
You can't go to the restroom until I finish the directions.	Feel free to go to the restroom when I'm not giving directions.
Don't be bothering your neighbors.	You are welcome to stay with us as long as you and others are not being bothered.
Keep your hands to yourself.	Feel free to stay with is when you can keep your hands to yourself
You show some respect..	I'll be glad to discuss this when respect is shown
You're not going to stay in this group and act like that.	You may stay with is if you can give up on that behavior
Quit breaking the rules of the game.	Those who can follow the rules are welcome to come play the game.

Adapted from : The Love and Logic Institute, Inc., Jim Fay, 1990.



Join our *America Reads at PLU & Big Buddies* Facebook groups.

MATH STRATEGY OF THE MONTH: SALUTE GAME

Grades: 1-6

Time: 5-30 minutes

Materials Needed: One deck of numbered cards per group. Scratch paper, if needed.

Objective: Students will enjoy a fast paced review of addition, subtraction, multiplication, and division math facts. Salute is a small group math facts activity that requires two players and one dealer.

Procedure:

1. Three students work as a group.
2. Both players "salute" with the card by placing the card face out while holding it on their foreheads. This process should allow the dealer to see both cards and the players to see each other's cards, but not his/her own card.
3. After the players "salute,"

the dealer adds or multiplies the cards together and tells the player the answer.

4. When the players hear the answer, they will use an opposite operation and orally respond to the number on the card s/he is holding.



Taken from Utah State University's Substitute Teacher Handbook.

SCHEDULE OF EVENTS

- October 3rd-7th—
National Tutoring Week!
- Monday, October 17th—
Time sheets due by 10:00 am
on Banner Web
- Friday, October 21st—
Mid-Semester Break.
PLU offices closed.
- Tuesday, October 25th—
Payday
- Thursday, October 27th—
Job & Internship Fair
- Monday, October 31st—
Halloween

OCTOBER 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Happy	4 National	5 Tutoring	6 Week!	7 	8
9	10	11	12	13	14	15
16	17 Time sheets due @ 10am	18	19	20	21 PLU Mid-Semester Break	22
23	24	25 \$Payday\$	26	27 Job & Internship Fair	28	29
30	31  Halloween					

MENTORING 101—Taught by: Alex Lewis, AmeriCorps Leader, James Sales

What makes a good Mentor/Tutor?

- Communicate with teacher, parents, and use other resources
- Get straight to Homework (Primary) so they're still in the focused mind-set
- Display energy to pass down to like buddies for the rest of the day at school
- Develop and nurture the relationship with buddies
- Ask questions to get them as comfy as they can be in the environment.
- Advertise success (good grades, attitude)
- DO NOT get too personal

Mentoring

- Find creative way to solve problems (prevent boredom)
- Be a Role model
- Be nice!
Polite, follow rules and procedures
Leave your own issues/biases at home
Be sensitive to different situations
DON'T assume one way or the other
- Be Inclusive!
Don't stick to the same groups, move around

During free time mix it up!

- Give the student choices to let them have some control
- Build relationships with teachers
This helps you understand your Buddy
Check up on your Buddy

What makes a GREAT mentor?

- Be attentive to their learning styles
Find strengths and weaknesses
- Don't assume
Lifestyle
Home life
- Be open minded
- Let them solve problems
- Be creative with learning
- HAVE HIGH ENERGY!**
- Be positive
Don't be discouraged if there are struggles
- Communicate
You are not alone!
- Be involved with activities
- Smile
- Social network
Have primary hang out with secondary group.



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Leadership, and Care.*

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Internship & Job Fair
CK Hall & Scan. Center
Thursday, October 27th
10:30am to 2:30pm

Pre-register online!

First 150 students to pre-register will receive a cupcake from Yummers, a professional nametag and an invitation to a pre-fair workshop with employers.

www.plu.edu/career

SUDOKU

Each Sudoku has a unique solution that can be reached logically without guessing. Enter digits from 1 to 9 into the blank spaces. Every row must contain one of each digit. So must every column, as must every 3x3 square.

6							3	4
8	4		5				7	
	7	9	8	3				5
5		2		4				
1	6			7			8	2
				5		4		1
7				9	2	1	5	
		8			7		9	6
9	2							7

Find others at: <http://www.websudoku.com>.

Word Search

O I L I X S D A B J J G B T O
P C J F B R V M Z S N B B O K
C O T B W G T E P I K X V K I
O Y U O V B N R N S A Z M W M
W Z A J B S F I H X J X P E B
S Y F G N E A C R T F X R C E
B Z R L C R R A B O E C C I V
V W P T T R C T I P T M B D I
B R V V E H R I L M Z N U Z T
M O R A W J K W F M W K E Z C
N C D T S I L A I C E P S M E
B S L D L P B N Q E L M Q Q F
Q M J Q N G Y O V I Z X X F F
T E A C H I N G P E S A K U E
C J Z X G V C L M V H O E S T

WORDS:

America	Mentoring	Specialist
ASEP	October	Teaching
Effective	Reads	Training