

# Frequently Asked Questions

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## Tutoring at International House

### What is the dress-code?

Our dress-code is business casual, just no ripped/very revealing articles of clothing.

### Are tutors paid?

Because our tutors are volunteers, they are not paid.

### Can I request to work with a male or female student?

Yes, you can. However, **we cannot guarantee** that we will be able to accommodate this request. Tutor-student pairing depends on several factors, including male-female ratio of enrolled students. We will, however, try our best to grant the requests of this kind.

### Can I request to only work with a student who is from a specific racial/ethnic/religious background?

No. Requests of such kind go against our policy not to discriminate based on race, color, sex, religion, national origin, age, or disability and will not be granted. Please refer to How Am I Matched With Student question in this document for more information on how the tutor-student pairing is conducted.

### How old are the students?

Students are at least 18+, but most range between 30 and 50 years old. Our oldest students are usually around 85 years old!

### How does IH train me?

Main tutor training will come from “new tutor” orientation followed by professional development session prior to each tutoring cycle. Every tutor has to attend once-a-year mandatory orientation (**this means that if you are a long time tutor, you still have to attend at least one tutor orientation each calendar year prior to the beginning of a cycle of your choice**). Education Program will additionally share other training materials and provide consultations with staff, as needed.

## Does tutoring always take place at IH?

Yes, for liability and quality control reasons. If you are a part of our program, we have to have you tutor on-site during the program hours and under supervision of ETP Coordinator. If a tutor and a student decide to meet outside IH, they are welcome to do that, but tutor-student **meetings outside IH are not considered part of IH tutoring program**. Only meetings conducted at the appropriate place and time on the IH premises and under supervision of our ETP Coordinator are considered a part of our tutoring program. In the case of off-site tutoring, both tutor and student will be marked as 'absent' from the session.

## Do I have to speak another language to be a good tutor?

No, you do not! Tutors have to be proficient in English language since our tutoring program exists to help ESL students learn English. Knowledge of another language is not necessary; moreover, we discourage frequent usage of any other language than English even when a tutor speaks student's native language, since this can interfere with students learning progress.

## Do I need previous tutoring/teaching experience?

Although it's helpful, it is not required! We will provide you with "new tutor" training and professional development materials to help you prepare for your role.



# English Tutoring Program (ETP)

## Where does tutoring take place?

Tutoring takes place at International House, Room 200, under supervision of ETP Coordinator. Once the tutor hour starts, tutors and students can use space in the Room 200, Room 204, Small Conference/Small Breakroom space, and hallway of the IH office space. IH offices or offices of other agencies in the building ARE NOT available for tutoring at any time.

## When does it take place?

Currently, tutoring takes place from 10-12 p.m. and 6-8 p.m. on twelve consecutive Thursdays during tutoring cycle. Currently we offer three English tutoring cycles each year. For the dates of the cycle please visit our website. Please note that all new tutors are required to attend the orientation one week prior to the cycle starting date.

## What does a regular session look like?

All tutors and students first come to the Room 200 for signing in and pairing. Please remember that you should do that before each tutoring session. It's important for us to track hours for both tutors and students. After signing in with your Program Coordinator, tutors may begin in one of the IH classrooms and other space assigned to tutoring (please see *Where Does Tutoring Take Place?* question).

## How much of a time commitment per week is ETP?

Currently, it is two hours of tutoring once per week. We offer two sessions, morning session from 10-12 p.m. and evening session from 6-8 p.m. This may change in the future depending on the program needs.

## Can I tutor in more than one session?

Yes! Many tutors “double-dip” –go to both morning and evening tutoring session during the one cycle.

## How am I matched with a student?

The match is based on the Program Coordinator's knowledge of the student's needs (taking in account the level of student's English) and what he/she thinks you will be a best fit for as well as the tutor-student ration. If you are new to tutoring, you are more likely to be matched with an intermediate or advanced student. Veteran tutors/people with teaching experience are more likely to be matched with beginning students. Who you will be matched with often depends on the both tutor and student availability. **Please be flexible and ready to work with any student that we match you with. Please note that the pairing may change throughout the program and please be ready to work with other students if you need to cover for someone.** If you know that a student you work with will not come for a session, we still ask you to please come – you will be paired with another student whose tutor did not show up. Same goes if you cannot attend – do not tell a student not to come just because you will not be there; we will pair the student with another tutor and that way she/he will not lose a week of tutoring.

## What resources does IH provide me?

International House provides you with the instructions during the Orientation. There are **4 ETP supplemental binders** located in Room 204 (on top of long cabinet in front of the window). Additionally, more resources can be found on the book shelves located in Room 204, including various magazines, some textbooks, and worksheets located in several binders. There are also

Chromebook laptops most of which have ESL tutoring web pages bookmarked on them. You can check out a Chromebook laptop through the Program Coordinator. Or, you can bring your own electronic device and use our Guest WiFi to access online resources. We have pencils, pens, and scrap paper. For additional supplies please contact your program coordinator.

### Do I have to follow the lesson plans I am provided?

No, we certainly encourage tutors to be creative and flexible to customize your lessons to meet the students' needs. However, these lesson plans are helpful, especially if you have never tutored or taught before.

### Is it okay if English is my second language? Can I still tutor?

Yes! As long as you are fluent in English, it doesn't matter if it is your first or fifth language! It is great for students to see someone who has learned English as their non-native language and can now teach it.

### What happens if I miss a day of tutoring?

Please talk to or email your session's **ETP Program Coordinator** that you will be absent as soon as possible. **Do not email your Volunteer Coordinator since only Program Coordinators need this information.** Please keep in mind that a student you work with will still be encouraged to come and someone will cover for you for the session; it is important that students don't miss any tutoring hours. Working with different people and practicing different techniques are extremely beneficial for both sides.

### What should I do if my student doesn't show up for the session?

Please be ready to work with a different student in case a student you work with misses the session. We want the tutors to be flexible and prepared to work with different students so please don't miss on the opportunity to help other students to practice their English skills.

### What happens if my student stops coming to ETP?

This often happens—not because you're doing a bad job, but because students' schedules and responsibilities can change and mean that they can't attend ETP anymore. In that case, we match you with another student, if possible!

### Who should I talk to with more questions?

Program Coordinators or Stephanie Galeotti, Director of Education, will be happy to answer any questions you may have! Their contact info will be shared during the orientation.



## Citizenship Tutoring Program (CTP)

### Where does tutoring take place?

Tutoring takes place at International House, Room 200, under supervision of CTP Manager. Once the tutor hour starts, tutors and students can use space in the Room 200, Room 204, Small Conference/Small Breakroom space, and hallway of the IH office space. IH offices or offices of other agencies in the building ARE NOT available for tutoring at any time.

### When does it take place?

Tutoring will take place from 1:30-3pm on six consecutive Sundays, directly before the 2-hour Citizenship class that students enrolled in the program take (3-5pm).

### Do I have to make my own lesson plans?

No, we provide them for you!

### Do I have to follow these lesson plans?

You do not, but of course they are helpful, especially if it is your first time tutoring!

## What will I tutor?

You will be explaining vocabulary related to civics and the N-400 application for Naturalization, as well as explaining aspects of US history and culture.

## Do I need to speak another language to tutor effectively?

No, it is not necessary! Tutors have to be proficient in English language since our tutoring program exists to help ESL students learn English. Knowledge of another language is not necessary; moreover, we discourage frequent usage of any other language than English even when a tutor speaks student's native language, since this can interfere with students learning progress.

## Do I need previous teaching/tutoring experience?

No, it is not necessary! We will provide you with "new tutor" orientation and lesson plans to help you prepare for your role.

## What textbook do students use?

Voices of Freedom, by Bill Bliss.

## Can I have a copy of the textbook?

Unfortunately, no. Because we have to make sure that every student has a book of their own, we cannot check out textbooks to our tutors during the tutor our. However, the lesson plans we provide to our tutors are based on the Voices for Freedom, by Bill Bliss textbook that students use. You can always ask a student to share the book with you during the tutoring hour should you want to cover specific topics.

## What happens if I miss a day of tutoring?

Please talk to or email your session's **CTP Program Manager** that you will be absent as soon as possible. Do not email your Volunteer Coordinator since only Program Manager needs this information.

## What happens if a student stops attending CTP?

This often happens—not because you're doing a bad job, but because students' schedules and responsibilities can change and mean that they can't attend CTP anymore. In that case, we match you with another student, if possible!