



Cultural Linguistic Services

OFFICE OF HUMAN RESOURCES
UNIVERSITY OF WISCONSIN-MADISON

The Program

The Volunteer Tutoring Program is a professional development opportunity for UW-Madison employees. The program goal is to help employees enhance their skills by matching them with tutors.

Tutors

- Tutors are UW-Madison employees, retirees, and students, as well as community members who volunteer to help learners.
- Tutors receive training to help them develop teaching tools, materials, strategies, and confidence.

What to Expect

- Learners work on:
 - English language skills
 - Conversation
 - Pronunciation
 - Technical vocabulary
 - Idioms
 - UW-Madison and U.S. Culture.
 - Reading
 - Writing
 - Grammar
 - Basic computer skills
- Learners and tutors are matched based on schedule and location preferences, and common subject interests.
- Learners and tutors meet virtually at least once a week for an hour through Webex, Zoom or other platforms.

Other Learning Opportunities

- **Employee Learning Center:** English Learning Newsletter weekly email
- **CLS Online Workplace Learning site:** Workplace English videos and newsletters - <https://hr.wisc.edu/cls/online-workplace-learning/>

For more information, contact:

Karen Parrillo

English Language Learning Instructor & Trainer

608-263-7556, karen.parrillo@wisc.edu



For information, contact:

Jzong Thao

Volunteer Tutoring Program Coordinator

(608) 263-2217

jzong.thao@wisc.edu



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UW-Madison Volunteer Tutoring Program

Application for *LEARNERS*



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OFFICE OF HUMAN RESOURCES
UNIVERSITY OF WISCONSIN-MADISON

Cultural Linguistic Services
Office of Human Resources
21 North Park Street, Suite 5101
Madison, Wisconsin 53715

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<https://hr.wisc.edu/cls/>

Learner Application



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Today's date: ____/____/____

*Personal information is confidential.

Name (First, Last): _____

Man Woman (optional)

Phone Number: _____ - _____ - _____ Email: _____

Home Address: _____

What is your work schedule? _____

When are you available to study with your tutor?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Write the time (ex. 4-9pm)							

Where do you want to study? _____

When can you begin to study with a tutor? _____

What do you want to study with your tutor?

- English grammar Vocabulary for my work English Conversation
 Reading Writing Computer skills
 American culture Other: _____

Do you want help with a work or education goal? If yes, what is your goal?

How did you learn about the Tutor Program? _____

Are you a J-1 visa Scholar? No Yes, I will be at UW-Madison until _____

Can we publish photos of your tutoring session for education and marketing purposes? Yes No

Questions? Contact Jzong Thao: 608-263-2217, jzong.thao@wisc.edu

Return application to:

Jzong Thao
Volunteer Tutoring Program Coordinator
21 N. Park Street, Suite 5101
Madison, WI 53715