



■ **The Program**

The UW-Madison Volunteer Tutoring Program is a learning and advancement initiative created for UW-Madison employees. The goal of this program is to empower employees through learning, by matching them with tutors who will work to enhance their skills in specific subjects.

■ **The Learners**

- Learners are UW-Madison employees.
- Learners seek opportunities to build on their communication, grammar, reading, writing, and computer skills. They also broaden their understanding of UW-Madison and U.S. culture.
- Learners come from various cultural, educational, and socio-economic backgrounds.

■ **What to Expect**

- Tutors must follow all UW-Madison ethics codes.
- Tutors are matched with learners depending on their schedules and teaching preferences.
- Tutors help learners identify and work toward their learning goals.
- Tutors attend an introduction meeting on Webex with program staff and their learners.
- Tutors meet their learners virtually using Webex, Zoom or other platforms at least one hour per week for one semester, although tutors may continue for as long as they like.
- Tutors are asked to log in their tutoring hours monthly.

■ **Training**

- Tutors can access free, online tutor training through ProLiteracy. Tutors can choose the ESL Tutor Training or the Basic Literacy Tutor Training. CLS hosts in-person trainings on special topics, as needed..

■ **Benefits of Volunteering with Cultural Linguistic Services' Tutoring Program**

- Make a positive difference in the lives of UW-Madison employees from a variety of language and cultural backgrounds
- Acquire cross-cultural experience and job skills through tutoring
- Develop understanding of and appreciation for other languages and cultures
- Engage with international researchers and scholars and Madison's multicultural workforce
- Share knowledge, skills, and experiences
- Foster relationships among UW students, employees, and the greater Madison community.



For information, contact:

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Volunteer Tutoring Program Coordinator
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English Language Learning Instructor & Trainer
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UW-Madison Volunteer Tutoring Program

Application for *TUTORS*



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



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

Tutor Application



Cultural Linguistic Services
OFFICE OF HUMAN RESOURCES
UNIVERSITY OF WISCONSIN-MADISON

Today's date: ____/____/____

*Personal information is confidential.

Name (First, Last): _____

Man Woman (optional) Would you allow CLS to use your photo on our documents? Yes No

Phone Number: _____ - _____ - _____ Email: _____

Home Address: _____

What is your work schedule? _____

When are you available to study with your learner?

	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 your learner? _____

What topics are you comfortable studying with your learner?

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

Do you prefer to study with a learner that is? Beginning Intermediate Advanced No Preference

Have you tutored adults before? No Yes, If Yes, for how long? _____

Do you want to tell us more about your tutoring experience or preferences?

How did you learn about the Tutor Program? _____

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:

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