



Webinar Registration Form

Evaluating Tutors: Designing Meaningful Assessments & Observation Methods Friday, May 10 ~ 1:00-2:00pm (Eastern)

Once the live date has passed, this training will be available on demand.

Overview

While robust Tutor and SI Training are essential to successful academic support programs, professionals must insure that the lessons of training are being followed and put in place. This webinar looks at how to create effective exit surveys, peer and professional observations, and a tutor self-assessment/reapplication tool that explores tutor effectiveness as perceived by students, professional staff, and the tutors themselves.

Objectives:

- Examine the current ways in which tutors and SI leaders are evaluated in your program
- Determine what are the most necessary questions for your program's student exit survey
- Consider using pre-session surveys
- Explore how your tutor appointment/tracking package affects the exit survey process
- Draft a professional observation form, determining what needs to be observed
- Discuss whether the Tutor and SI Leader observations use the same or different forms?
- Discuss the ramifications for students and tutors/SI Leaders during session observations
- Debate whether you want to do announced or surprise session observations
- Determine "observable" versus "non-observable" evaluation criteria
- Explore how you will share the results of your observations
- Identify troublesome exit survey information and how to deal with it
- Produce a meaningful re-application form for returning tutors that includes a self-assessment
- Discuss whether or not to have your tutors and SI Leaders complete the observation form themselves (in addition to the professional/senior peer evaluation)
- Explore the idea of delegating observations to senior peers (experienced tutors and SI Leaders)

Who Should Attend?

- Administration
- Enrollment Management
- Academic Advisors
- Online Learning
- Student Services/Affairs
- Tutorial Services
- SI Programs
- Any educator interested in learning more about evaluating and observing tutors



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Speaker(s)



Dr. Michael Kassel / Tutoring and SI Director
University of Michigan-Flint

“Offering robust training for SI and tutoring is only part of running an effective academic support program. You must also evaluate your tutor and SI leaders’ work through peer evaluations, observations, and tutor/SI Leader self-evaluation.”

For nearly thirty years, Dr. Michael Kassel has directed the Tutoring and Supplemental Instruction (SI) programs at the University of Michigan-Flint. Having stopped out of college with a 1.4 GPA, Kassel returned to college in the late-1980s, graduating with honors earning a BA in History at UM-Flint (1989). Kassel went on to earn a Master of Liberal Studies in American Culture from Michigan (1991) and a Ph. D. in History from Michigan State (2004). All of his graduate work was done while serving as the founder of the Academic Enrichment Center, which provides tutorial support for all UM-Flint schools including its college of Arts and Sciences. In 1996, Kassel brought Supplemental Instruction to UM-Flint and has continued to direct that program as well. Kassel also lead the program to College Reading and Learning Association International Tutor Training Program Certification in 2013.

In addition to recruiting, hiring, training, and administering all tutors and SI leaders, Kassel also offers numerous academic workshops on the topics of note-taking, strategies of successful students, vocabulary building, improving text comprehension, time management, and test anxiety. Kassel also teaches American history courses, as well as graduate courses in Popular Culture and American Television.

Newsletter



Registration Information

Print Name		Job Title	
Institution/Organization			
Address			
City	State/Province	Zip/Postal Code	Country
Telephone	Fax	Email	
Innovative Educators Password (Choose a password for our records and future registrations)		Assistant's email (For registration confirmations & pre-conference communication)	
How did you hear about this event? (email, listserv, colleague, conference, other) _____			

Payment Method

You can call us at 303.955.0415 or fax the completed form to 1.866.508.0860. If you would like to mail in the registration form and/or check, please send it to: Innovative Educators, 3277 Carbon Place, Boulder, CO 80301.

Paying by: (select one) Credit Card Check Purchase Order (if applicable) P.O.#: _____
(If you select PO as your payment method, a PO number is required.)

Credit Card



Name on card		Account Number	
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Packages & Pricing

Select your webinar package:

\$425 - 1 webinar (Unlimited connections at your institution and recording for one year)
\$900 - 3 webinars (Save \$375)

\$1500 - 6 webinars (Save \$1050)
\$3995 - Purchase Go2Knowledge to receive unlimited access to webinars & recordings for one year (Best Deal!)



Login Directions

The login directions provide the following information:

- A link and a password for the event.
- A link to test webinar access. Please test your computer prior to the event.
- The date and time of the webinar. Please be sure to reference the time zone converter on the login directions to confirm your event time.
- Audio instructions: You can stream the audio over your computer speakers, but you may want to have a phone available for backup purposes.

You will receive the login directions twice via email. The process is as follows:

- 1 week prior to the live event: You will receive login instructions.
- 1-2 days prior to the event: You will receive a link to the presentation and any additional handouts. Copies can be made for attendees if desired.
- The day of the event: Participants can login to the IE Webinar 30 minutes prior to the start time. Once logged in, participants can see the PowerPoint slides, ask questions, and make comments via the chat feature.
- Participants are encouraged to save and print the login directions to refer to on the day of the webinar.

Site Connections

The basic registration fee allows you to access the webinar from one computer only. If you need multiple site connections, please register for the unlimited site connection price.

Recording Information

The Monday following the live event you will receive a link to the recording, it can be forwarded to all faculty and staff for viewing anytime, anywhere.

Recording Benefits:

- Share the presentation with other staff members
- Pause presentation for convenient viewing
- Review the presentation after the live event
- Train new hires throughout the year
- Show during an in-service training

Technical Details

Innovative Educators uses WebEx as its web conferencing provider. If you have not previously attended a WebEx event, please click here to make sure your computer is compatible with WebEx. Be sure to complete this test prior to the live conference. See system requirements for more information.

What equipment is required?

An Internet connection, computer speakers, and LCD projector are required if a large group is viewing the presentation. Participants can call in via phone if they are having trouble retrieving the audio over the computer. Please be sure to reserve a meeting room prior to the live event that can accommodate these requirements as well as your attendees. You should reserve the room 30 minutes prior to the webinar start time and allow at least 15-30 minutes after the webinar for discussion.

Cancellation Policy

- 30 days prior: Full refund
- 14 days prior: \$100 processing fee
- Less than 14 days: Credit towards another IE event

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