Module 1: Mission & Reporting Structure:

Subject Tutoring is part of The Goode-Pasfield Center for Learning & Teaching. The mission of the CLT is to provide students with a comfortable, welcoming place where they can realize their academic potential as independent and resourceful learners. The Center features programs for students at all levels of academic accomplishment.

The goal of Subject Tutoring is to create independent learners by supplying students with the necessary skills so that they have the freedom to excel academically. These goals are accomplished by:

- Providing academic assistance to students at all levels of academic ability.
- Cultivating an environment that views tutoring as an essential part of studying.
- Encouraging students to take greater responsibility for their academic outcomes through role modeling and basic study skills.

Reporting Lines for Subject Tutors:
ITTPC CRLA Certified Program:

Roanoke College's Subject Tutoring program received Level I International Tutor Training Program Certification (ITTPC) through the College Reading & Learning Association (CRLA) in 2010. Subject Tutoring received its five-year certification in 2014 and will remain Level I certified until 2019. In 2017, Subject Tutoring became a Level II International Tutor Training Program and can now certify Advance Tutors.

Level I Requirements for Certified Tutors:

1. Documented experience equivalent to grade of “A” or “B” in the subject content being tutored.
2. Two faculty recommendations from departments associated with tutored content.
3. Interview with the Subject Tutoring Coordinator.
4. Complete a minimum of 10 hours of training from approved CRLA topics.
5. Log a minimum of 25 hours of direct tutoring experiences.
6. Pay increased to $8.00 per hour (only awarded at the beginning of a semester).

Level II Requirements for Advanced Certified Tutors:

1. Tutor must have completed Level I certification requirements.
2. Required tutoring experience (50 hours total).
3. Complete 10 additional hours of training which includes a capstone project.
4. Pay increased to $8.50 per hour (only awarded at the beginning of a semester).

Subject Tutor Requirements:

1. Maintain a 3.0-4.0 Cumulative GPA and/or a 3.5-4.0 GPA in major/tutored content
2. Receive semester evaluations to improve quality and effectiveness.
3. Remain an active member of the Subject Tutoring community by:
   a. Attending staff meetings/participating in outreach.
   b. Participating in training as a mentor to new tutors.
   c. Staying competent on subject matter by meeting with professors, reviewing notes and text.
   d. Actively recruiting tutees/scheduling appointments.
   e. Completing Client Report Forms.