Tutor Training Session I
Friday, October 7, 2011

- Introduction
- LSN Policies and Procedures
- WAMAP and the Scavenger Hunt Assignment
LEARNING SUPPORT
NETWORK POLICY AND PROCEDURES

Did any of that stick?
LSN Policy and Procedures

1. When you arrive at your shift you should…
   A. organize your workspace so you are prepared to get to work
   B. login to Accutrack
   C. take stock of the student to tutor ratio and who needs help.
   D. eat a breath mint; it is important to be respectful to your tutees.
LSN Policy and Procedures

1. When you arrive at your shift you should...
   
   A. organize your workspace so you are prepared to get to work
   
   B. login to Accutrack
   
   C. take stock of the student to tutor ratio and who needs help.
   
   D. eat a breath mint; it is important to be respectful to your tutees.
2. Which of the following will result in your termination?

A. Reporting to work under the influence of alcohol or drugs.

B. Asking someone else to sign you in or out.

C. Having more than one late time sheet.

D. All of the above.
LSN Policy and Procedures

2. Which of the following will result in your termination?

A. Reporting to work under the influence of alcohol or drugs.
B. Asking someone else to sign you in or out.
C. Having more than one late time sheet.
D. All of the above.
3. If you are unable to find a replacement for your shift you must notify your tutoring coordinating within:

A. 24 hours
B. 12 hours
C. 3 hours
D. 1 hour
E. Not at all, these things happen.
3. If you are unable to find a replacement for your shift you must notify your tutoring coordinating within:

A. 24 hours
B. 12 hours
C. **3 hours**
D. 1 hour
E. Not at all, these things happen.
5. It’s okay if you fill in when your center is busy even if you aren’t scheduled.

A. True.
B. False
LSN Policy and Procedures

5. It’s okay if you fill in when your center is busy even if you aren’t scheduled.

A. True.

B. False.
6. Which of the following is false:

A. Do not help students with exams, quizzes or personal statements.
B. Don’t approach students and ask them if they need help, some students might feel alienated.
C. It is not acceptable to tell students you are not working.
D. Computers are to be used for tutoring only.
LSN Policy and Procedures

6. Which of the following is false:

A. Do not help students with exams, quizzes or personal statements

B. Don’t approach students and ask them if they need help, some students might feel alienated.

C. It is not acceptable to tell students you are not working.

D. Computers are to be used for tutoring only.
LSN Policy and Procedures

7. All instances of threat or violence must be reported to security

A. True

B. False
LSN Policy and Procedures

7. All instances of threat or violence must be reported to security

A. True
B. False
LSN Policy and Procedures

8. Which of the following isn’t something you should be doing if the center is slow?

A. Straightening chairs around tables
B. Throw away recycling and trash
C. Put away books and straighten shelves
D. Texting.
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A. Straightening chairs around tables
B. Throw away recycling and trash
C. Put away books and straighten shelves
D. **Texting.**
9. In case of emergency, to contact 911 from a learning center phone you must dial

A. 1 first  
B. 7 first  
C. 8 first  
D. 9 first
9. In case of emergency, to contact 911 from a learning center phone you must dial

A. 1 first  
B. 7 first  
C. 8 first  
D. 9 first
LSN Policy and Procedures

10. In case of an earthquake you shouldn’t

A. Flee the building while shaking is going on.
B. Drop under the table
C. Tell students in the center to drop under the table.
D. Wait for a security officer to tell you to leave the building.
LSN Policy and Procedures

10. In case of an earthquake you shouldn’t
A. **Flee the building while shaking is going on.**
B. Drop under the table
C. Tell students in the center to drop under the table.
D. Wait for a security officer to tell you to leave the building.