



**Cultural Linguistic Services**  
OFFICE OF HUMAN RESOURCE DEVELOPMENT  
UNIVERSITY OF WISCONSIN-MADISON

### ■ 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, technical vocabulary, grammar, reading, and writing and computer skills. They also seek to broaden their understanding of U.S. culture
- Learners come from various cultural, educational and socio-economic backgrounds

### ■ What to Expect

- Tutors are matched with learners depending on their schedules and teaching preferences.
- Tutors help learners identify and work toward their learning goals
- Tutors and learners attend an orientation of the program
- Tutors are expected to work with their learners at least one hour per week for one semester, although tutors may continue for as long as they would like
- Tutors give feedback on their experiences every semester
- Tutors are asked to log in their tutoring hours monthly

### ■ Training

- We offer a **Tutor Training Certificate** to tutors who complete nine hours of training
- Cultural Linguistic Services offers tutor training sessions in various topics every semester

### ■ 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, scholars and Madison's multicultural workforce
- Share your knowledge, skills, and experiences
- Foster relationships among UW-Madison students, employees, and the greater Madison community



#### For information, contact:

Jzong Thao, Volunteer Tutoring  
Program Coordinator  
(608)263-2217, [jthao@ohr.wisc.edu](mailto:jthao@ohr.wisc.edu)

Brenda Ferreira, English Language  
Learning Training Officer  
(608)265-5056, [bferreira@ohr.wisc.edu](mailto:bferreira@ohr.wisc.edu)

Jen Sell, English Language Learning  
Training Officer  
(608)265-6651, [jtsell@ohr.wisc.edu](mailto:jtsell@ohr.wisc.edu)



**OFFICE OF  
HUMAN RESOURCE  
DEVELOPMENT**  
University of Wisconsin-Madison

[www.ohrd.wisc.edu](http://www.ohrd.wisc.edu)



**Cultural Linguistic Services**  
OFFICE OF HUMAN RESOURCE DEVELOPMENT  
UNIVERSITY OF WISCONSIN-MADISON

# UW-Madison Volunteer Tutoring Program

## Application for *TUTORS*



THE UNIVERSITY  
of  
**WISCONSIN**  
MADISON

Office of Human Resource Development  
Cultural Linguistic Services  
21 North Park Street, Suite 5101  
Madison, Wisconsin 53715  
(608) 263-2217  
[www.ohrd.wisc.edu](http://www.ohrd.wisc.edu)



**Cultural Linguistic Services**  
 OFFICE OF HUMAN RESOURCE DEVELOPMENT  
 UNIVERSITY OF WISCONSIN-MADISON

Name (First, Last): \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Work schedule (optional): \_\_\_\_\_ Email: \_\_\_\_\_

How often can you tutor per week?	<input type="checkbox"/> Once	<input type="checkbox"/> Twice	<input type="checkbox"/> More often				
Available days:	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tues.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thur.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
Available times:							

Preferred locations (i.e. library): \_\_\_\_\_

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

Please indicate areas you are comfortable tutoring:

<input type="checkbox"/> Conversational English / Pronunciation	<input type="checkbox"/> Grammar	<input type="checkbox"/> Basic computer skills
<input type="checkbox"/> Understanding idioms	<input type="checkbox"/> Reading	<input type="checkbox"/> Learning about UW-Madison and U.S. culture
<input type="checkbox"/> Developing technical vocabulary	<input type="checkbox"/> Writing	
<input type="checkbox"/> Other subjects (please specify): _____		

When could you begin tutoring sessions? \_\_\_\_\_

How did you find out about our program? \_\_\_\_\_

Comments or any information you would like to share with us: \_\_\_\_\_



**OFFICE OF HUMAN RESOURCE DEVELOPMENT**  
 University of Wisconsin-Madison  
 www.ohrd.wisc.edu

Return application to:  
 Jzong Thao, Volunteer Tutoring Program Coordinator  
 21 N. Park Street, Suite 5101, Madison, WI 53715  
 Phone: 608-263-2217  
 Fax: 608-265-3335  
 Email: jthao@ohr.wisc.edu