The Program
The UW-Madison Volunteer Tutoring Program is an initiative created to help UW-Madison employees. The goal of this program is to empower employees through learning by matching them with tutors who will work to improve their skills in specific subjects.

Tutors
- Tutors are volunteer UW-Madison employees, retirees, students and people from the community who want to help others.
- Tutors receive training before and during their tutoring experience to help them obtain the learning tools and activities to tutor with confidence.

What to Expect
- Learners receive help with English conversation, communication skills, grammar and vocabulary, reading, writing workplace situations, math, computer skills, Spanish language learning, or other areas as requested.
- Learners and tutors are matched based on their availabilities and the learner’s learning preferences.
- Learners attend an introductory meeting with Jzong Thao and the tutor with whom the learner will be working.
- Learners and tutors meet at least once a week for an hour.

Other Learning Opportunities
- Employee Learning Center
  21 N. Park St. (7th Floor)
  Tuesdays 7:00am-9:00am (Room 7045)
  Wednesdays 3:00pm-5:00pm (Room 7041)
- Workplace English Language Learning Classes
- Workplace Trainings include:
  - Basic computer classes
  - Work-life skills workshops
  - Working effectively with an interpreter
  - Using English language teaching strategies for effective communication

For information, contact:
Jzong Thao
Training Officer/Volunteer Tutoring Program Coordinator
Cultural Linguistic Services
Office of Human Resource Development
21 N. Park Street, Suite 5101
Madison, WI 53715
(608) 263-2217
jthao@ohr.wisc.edu
Application for Learners

CULTURAL LINGUISTIC SERVICES
Enhancing Communication, Cultural Understanding and Learning

Name: ___________________________ Date: ___________________________

Mailing address (home): ___________________________ Phone Number: ___________________________

Email: ___________________________ Job Title: ___________________________ Crew # or Dept.: ___________________________

Work Hours: ___________________________ How long have you been in this position? ___________________________

How often can you meet per week? □ Once □ Twice □ 3 or more often


Available times (not during work hours): ___________________________

Preferred location (i.e. Memorial Library): ___________________________

Please indicate areas you need help on:

☐ Conversational English / Pronunciation ☐ Writing ☐ Improve basic skills in my native language
☐ Grammar ☐ Basic math ☐ (please indicate language):
☐ Reading ☐ Basic computer skills ☐ Other (please specify):
☐ Writing ☐ Basic computer skills
☐ Basic language skills

1. How many years of school did you attend? Where (i.e. U.S.): ___________________________
2. If you completed your education in another country, how long have you attended English classes in the U.S.? ___________________________
3. For the areas that you are requesting help, please rate your current skill level:

<table>
<thead>
<tr>
<th>Skills</th>
<th>Beginning</th>
<th>Intermediate</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conversational English / Pronunciation</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Grammar</td>
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<tr>
<td>Reading</td>
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<tr>
<td>Writing</td>
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<tr>
<td>Basic math</td>
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<tr>
<td>Basic computer skills</td>
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<tr>
<td>Basic language skills</td>
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<tr>
<td>Other (as specified above)</td>
<td>□</td>
<td>□</td>
<td>□</td>
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</tbody>
</table>

Additional comments: ___________________________

When can you begin the tutoring session? ___________________________

How did you find out about our tutoring program? ___________________________

Is there any information you would like to share with the tutor? ___________________________

Return application to:

Jzong Thao, Volunteer Tutoring Program Coordinator
21 N. Park Street, Suite 5101, Madison, WI 53713
Phone: 608-263-2217
Fax: 608-265-3335
Email: jthao@ohr.wisc.edu

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