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.

The Learners
- Learners are UW-Madison employees.
- Learners seek opportunities to improve their skills in order to better communicate with their coworkers, supervisors and the public on a daily basis.
- Learners come from various cultural, educational and socio-economic backgrounds.

What to Expect
- Tutors are matched with learners depending on their schedules and learning preferences.
- Tutors help learners identify learning goals and help them work toward these goals. Some areas may include: English conversation, communication skills, grammar and vocabulary, reading, writing, math, computer skills and Spanish language learning.
- Tutors attend an introductory meeting with the tutoring program coordinator and the learner with whom the tutor will be working.
- Cultural Linguistic Services recommends that tutors and learners meet a minimum of one hour per week for one semester, although tutors may continue for as long as they like.
- Cultural Linguistic Services hosts a tutor training session every semester.
- Cultural Linguistic Services requests feedback on a semester basis from tutors regarding their tutoring experiences.

Benefits of Volunteering with Cultural Linguistic Services’ Tutoring Program
- Tutors make a positive difference in the lives of UW-Madison employees.
- Volunteering provides opportunities to acquire job-related skills.
- Volunteering contributes positively to the community.

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

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<table>
<thead>
<tr>
<th>Date:</th>
<th>First name:</th>
<th>Last name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing address:</td>
<td></td>
<td>(campus if possible)</td>
</tr>
<tr>
<td>Phone number:</td>
<td>Alternate phone:</td>
<td></td>
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<tr>
<td>Email address:</td>
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<tr>
<td>Campus department (if applicable):</td>
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<table>
<thead>
<tr>
<th>How often can you tutor per week?</th>
<th>Once</th>
<th>Twice</th>
<th>More often</th>
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<tbody>
<tr>
<td>Available times:</td>
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<tr>
<td>Preferred location:</td>
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<table>
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<tr>
<th>Have you tutored adults before?</th>
<th>No</th>
<th>Yes</th>
<th>If Yes, for how long?</th>
</tr>
</thead>
</table>

Please indicate areas you are comfortable tutoring:
- Conversational English/Pronunciation
- Basic math
- Spanish

- Grammar
- Basic computer skills
- Other languages:
- Reading
- Other (please specify):
- Writing

Any comments or need for accommodations we should be aware of?

How did you find out about this program?

When can you begin tutoring?

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