



## Cultural Linguistic Services

Office of Talent Management, Office of Human Resources

### ■ 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, grammar, reading, and writing and computer skills. They also broaden their understanding of UW-Madison and 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 attend an orientation and meet with program staff and their learners.
- 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 like.
- Tutors give feedback on their experiences every semester.
- Tutors are asked to log in their tutoring hours monthly.

### ■ Training

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

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



### For information, contact:

Jzong Thao, Volunteer Tutoring  
Program Coordinator  
(608)263-2217, jzong.thao@wisc.edu

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# UW-Madison Volunteer Tutoring Program

## Application for *TUTORS*



### Cultural Linguistic Services

Office of Talent Management, Office of Human Resources

Office of Talent Management  
Cultural Linguistic Services  
21 North Park Street, Suite 5101  
Madison, Wisconsin 53715



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

# Tutor Application



## Cultural Linguistic Services

Office of Talent Management, Office of Human Resources

Today's date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Personal information is confidential.

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

Man  Woman (optional) Would you allow CLS to use your photo on our documents?  Yes  No

Phone Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

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

What is your work schedule? \_\_\_\_\_

When are you available to study with your learner?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Write the time</b> (ex. 4-9pm)							

Where do you want to study? \_\_\_\_\_

When can you begin to study with your learner? \_\_\_\_\_

What topics are you comfortable studying with your learner?

- English grammar     Vocabulary for my work     English Conversation  
 Reading     Writing     Computer skills  
 American culture     Other: \_\_\_\_\_

Do you prefer to study with a learner that is?  Beginning  Intermediate  Advanced  No Preference

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

Do you want to tell us more about your tutoring experience or preferences?  
\_\_\_\_\_

How did you learn about the Tutor Program? \_\_\_\_\_

Can we publish photos of your tutoring session for education and marketing purposes?  Yes  No

**Questions?** Contact Jzong Thao: 608-263-2217, [jzong.thao@wisc.edu](mailto:jzong.thao@wisc.edu)

**Return application to:**

Jzong Thao  
Volunteer Tutoring Program Coordinator  
21 N. Park Street, Suite 5101  
Madison, WI 53715