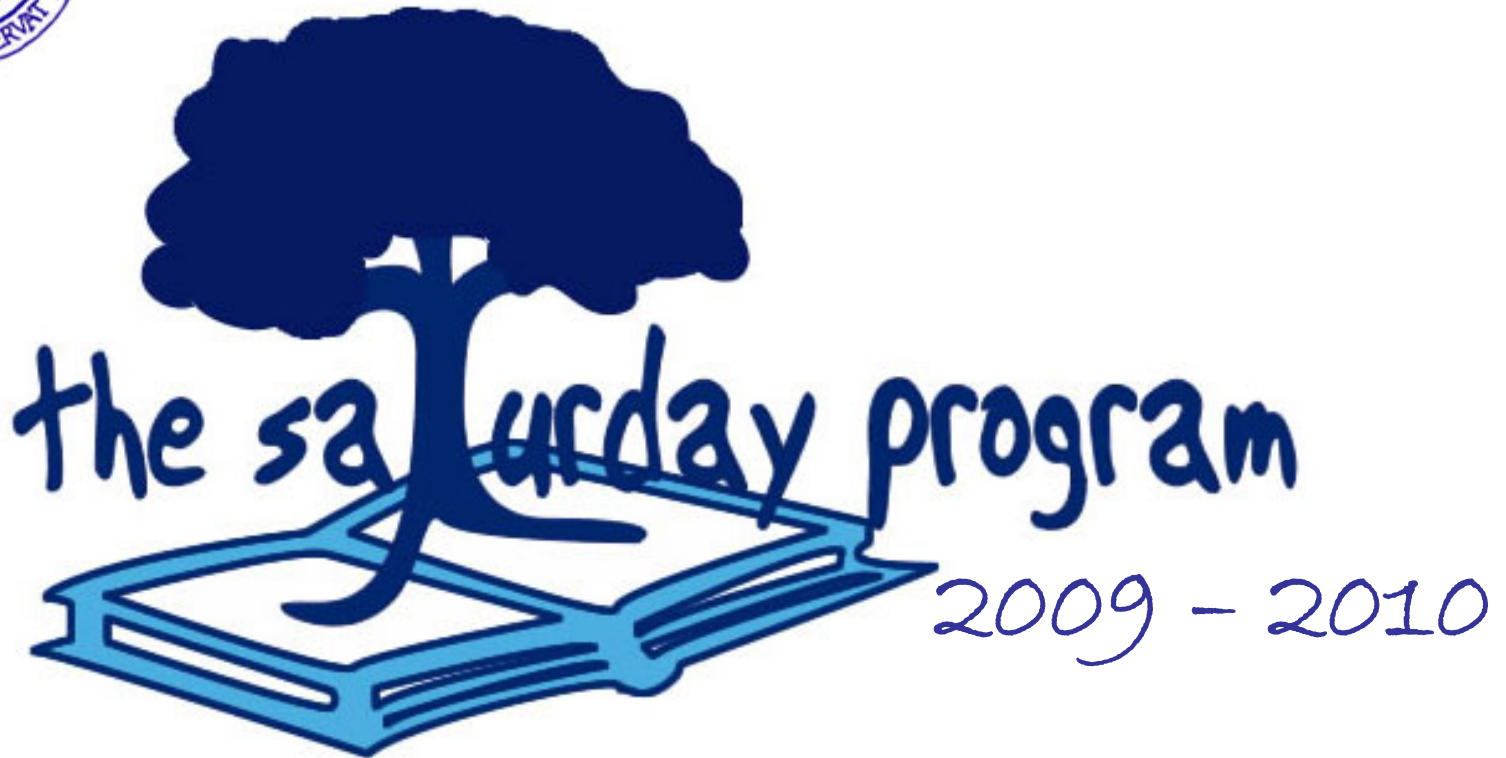




U of T Faculty of Medicine & The TDSB presents:





Welcome

- Program Directors:
 - Kenneth Lee
 - Tiffany Lo
 - Lynn Sterling
 - Yimeng Zhang



Mandate

The mission of the Saturday Program is provide:

- TUTORING
- MENTORSHIP
- ENRICHMENT

to Grade 8, 9, and 10 students who have demonstrated the desire to explore their potential, but who are not achieving their academic goals.



Goals

- Improve students' academic performance
- Increase awareness of post-secondary school opportunities
- Enhance students' self confidence
- Foster enthusiasm for learning



Our Program This Year

- Students chosen by Toronto District School Board for 2010
 - Grade 8, 9, 10 students from inner city schools
 - Require support in core subjects of math, science, and/or English
 - Have marks that are consistently below 70% in two or more of the core subjects
 - SHOW LITTLE IMPROVEMENT IN MARKS DESPITE CONSISTENT EFFORT





Calendar

When does it run?

- January 23- April 17, 2010 with breaks on:
 - March 13 (March break)
 - March 20 (March break)
 - April 3 (Easter Holidays)
- 10 weeks total
- Opening Ceremony on January 23, 2010
- Closing Ceremony on April 17, 2010
- Both Ceremonies mandatory for both tutors
- Remaining sessions can be divided between cotutors



Calendar

Date	Event/Workshop
Jan. 23	Opening Ceremonies Saturday Program Starts
Jan. 30	Medicine Workshop: Human Body
Feb. 6	Engineers Without Borders
Feb. 13	Rotating Workshop: Samba Squad & Arts
Feb. 20	Rotating Workshop: Samba Squad & Arts
Feb. 27	Egg Drop Workshop
Mar. 6	Growing Up Healthy



Calendar

Date	Event/Workshop
Mar. 13	MARCH BREAK
Mar. 20	MARCH BREAK
Mar. 27	Career Exploration Workshop
Apr. 3	Easter Break
Apr. 10	Amazing Race/Scavenger Hunt
Apr. 17	Closing Ceremonies



Typical Day

Time:	What Happens:
9:30am – 9:45am	Tea/coffee/hot chocolate for students and tutors
9:45am - 11:15am	1-on-1 Tutoring in MSB
11:15am - 12:30pm	Workshop or Event
12:30pm - 1:00pm	Free Lunch



The Opening Ceremony Day on January 23, 2010

- **9:15**
 - Tutors arrive and register in **MSB 3154**, then go to assigned room
- **9:15-9:45**
 - Tutors determine scheduling with cotutors.
- **9:45**
 - Students and their parents arrive and are escorted to homerooms
- **9:45-11:15**
 - Icebreakers for tutors and students
 - Exchange contact information for everyone
 - Contract & Goals
 - Tutoring (if student brings homework)
 - Mini-tour - where is my homeroom
- **11:15 - 12:30**
 - Opening Ceremony in **Macleod 2158** - Tutors, students and their parents
- **12:15**
 - Free lunch is served in **MSB 3154**



Tutoring

- Each session runs from 9:45am to 1pm
- Tutors STAY to help out with workshops/accompany their student and have lunch
 - Students are here not only for homework help but also mentoring and confidence building



Tutoring

Matching Students to Tutors

- 2 tutors from different disciplines are paired with a single high school student
- Co-tutors share responsibility for tutoring and mentoring their student for the duration of the program
- You will meet your co-tutor and your tutee on the first day
 - **It is YOUR responsibility to set your tutoring schedule with your co-tutor**



Tutor Responsibilities

- Please be at MSB no later than 9:45 am
- Decide in advance with your co-tutor who will be tutoring each Saturday. If neither of you can make it:
 - EMAIL US well in advance
(Saturday.program@gmail.com)



Tutor Responsibilities

- Tutor must telephone student a few days in advance of Saturdays to remind them
- Please arrive no later than 9:45 am
- If you cannot make it **at the last minute:**
 - Contact your co-tutor
 - If they cannot make it, Contact us ASAP
 - **call (416) 978-2684 and leave a message**
 - **Important:** contact your student and tell them there will still be a mentor/tutor for them when they arrive (we have backups)



What They Should Bring

The necessities

- Calculators
- Textbooks
- Previous tests/assignments
- Questions, areas of concern, what they would like to work on



What You Should Bring

Just in case

- Pens, pencils
- Paper
- An extra calculator
- Contingency plan





Common Questions

- What happens if I am not familiar with the subject?
 - Don't panic
 - Take a look at the student's textbook
 - Ask other tutors in your room
- What happens if the student didn't bring their homework?
 - Come find one of the coordinators for worksheets in the Office of student Affairs (MSB 2171A)
 - **If the student wishes to continue working on their homework instead of participating in the workshop, it is fine to remain in the room and keep on working with your student.**



Attendance Policy

Students:

- Attendance will be monitored
- If student is unable to attend a session they will:
 - Contact scheduled tutor before Saturday morning
 - Contact the Directors
- 2 unexplained absences will result in the loss of their privilege to participate in the program



Attendance Policy

- **Attendance Forms**
 - Student attendance forms will be placed in each homeroom
 - The forms need to be signed by each tutor at the start of the session
 - The forms will be picked up by a core volunteer or director between 10:15 and 11:00am



Attendance Policy

What if my student doesn't show up?

- If your student hasn't arrived by 10:15, inform one of the program directors
- There may be other students who don't have a tutor. Please direct the students to a program director



Things to Do Before the First Saturday....

- **For Tutors:**
 - Call your student a week before the first Saturday to:
 - Introduce yourself to your student
 - Let them know of the day/time/location for January 23 and that their **parents are invited**
 - Call again 1-2 days before January 23 to remind them of the date



Core Volunteers

- Generally help out with the administration and logistics of the program
- We will have 2 core volunteer leaders that will help us coordinate
- Vital to the smooth running of the program every Saturday



Core Volunteer Roles

1. Attendance and Bus Tickets (2 volunteers/wk)
2. Refreshments Set-Up (2 volunteers/wk)
3. Back-up tutors and workshop setup (3 volunteers/wk)
4. Lunch Time (6 volunteers in Rm. 3154 unless otherwise specified/wk)



Rotating workshops

- Clarification about rotating workshops:
- Run on the following days: February 27, March 27
- All workshops run on the above 2 days, students in groups of ~50 rotate through them
- Tutors will be notified of their student's workshop assignment to direct them to the appropriate location



Workshop Leader

- What you will do as a workshop leader:
 - Prepare materials
 - Teach a group of students
- Workshop training:
 - You will receive an email with information on a specific workshop. This will explain how the workshop is organized, provide instructions on how to build something etc.
 - Short meeting with each workshop group to clarify details.



Professional Issues – Tutor-Tutee Relationships

Consider this situation:

- You are offering them help in school, giving encouragement and being kind. Your tutee likes you . . . really, REALLY likes you!!!
- This situation has happened in the past.
- WHAT SHOULD YOU DO?



Professional Issues – Tutor-Tutee Relationship

- Always act within your professional boundary
- Kindly remind your tutee that your relationship with him/her is strictly on a tutor and mentor basis
- Please **notify one of the co-directors** of this incident as soon as possible



Final comments

- You will receive a Volunteer Training Guide handout via email
- This is comprehensive and is a good source for reference regarding the Saturday Program



Questions?

