

ABAE Tutor Training



CLARISSA SANTORI
ABAE PRESIDENT 2023-24
SEPTEMBER 20 & 23, 2023

ABAE: A Bridge to Academic Excellence

OUR MISSION

A Bridge to Academic Excellence's mission is to serve the Baltimore community by providing high-quality tutoring and mentoring to middle and high school students.

ABAE Goals

- To provide academic support to middle and high school students
- To involve student volunteers from across the UMB campus
- To expose developing students to the professions through informal mentorship
- To provide a community outreach initiative
- To plan, coordinate, and implement activities to enhance the interest in and success rate of applicants in the professions

History of ABAE

Established in 2000

- Community service project for Pharmacy students with 12 students from Patterson High School
- Other professional schools on campus were included by the following semester

Partnerships

- CURE Scholars Programs
- Greater Baltimore Urban League
- Next Gen SWOCOS
- ASCEND Program (Morgan State University)

Now entering our 23rd year!

Executive Board 2023-24

- President- Clarissa Santori
- Vice President- Samira Mousavi
- Secretary- Laith Al-Rufaye
- Historian – Maya Smith
- SAT Coordinator- Sharish Malik
- Recruitment Chair- Halah Hussein

- UMB School Liaisons
 - Dental School – Ngozi Douglas
 - Medical School – Youngjae Cha
- Faculty Advisor – JuliAna Brammer, MBA

Saturday Session Schedule

9:45 AM

Registration Opens

- Student Check in, Name Badge
- Bring your student ID for security
- Snacks available (cannot eat in classrooms)

10:00-10:55 AM

Tutoring

10:55-11:05 AM

Break

11:05-11:55 AM

Tutoring

12:00 PM

Dismissal

- Please help make sure the building is left as we found it!

If you find out you will be unable to tutor for a session you had previously signed up for, provide notice as soon as possible (at least 24 hours prior if possible) at abae@rx.umaryland.edu

Fall 2023 Tutoring Dates

Tutoring Sessions will be held on Saturdays at 10am at PHARMACY HALL	
9/20-23	Tutor training on Zoom
9/30	Orientation and Tutoring Session
10/7	Tutoring Session
10/14	Baltimore Marathon: Virtual
10/21	Tutoring Session
10/28	Tutoring Session
11/4	Tutoring Session
11/11	Tutoring Session
11/18	Tutoring Session
11/25	No Tutoring: Thanksgiving
12/2	Last Tutoring Session and Celebration

Tutor Scheduling

- Tutoring is held in Pharmacy Hall, at 20 N. Pine St.
 - There is plenty of street parking available on Pine Street on Saturdays!
- The dates you chose when you signed up are not binding
- Spreadsheet with tutor schedule will be kept updated
- If your plans change within a week of the session, email me directly
 - Notify us at least 3 days before, so by Wednesday night at the latest

Tutor Roles and Expectations

- Tutor middle and high school students from Baltimore City Public School System, Baltimore County Public Schools, and around Maryland
- Provide a supportive, respectful learning environment for middle and high school students.
- Arrive by 9:45 AM
 - Be signed in and ready to tutor by 10:00
- Be qualified to tutor students in at least one of the following subjects:
 - Algebra, Trigonometry, Geometry, Calculus, English, Science, English/Writing, SAT Prep
- ABAE tutors are not expected to teach material. Students are required to bring homework and/or class materials, and tutors are there to help them complete and understand it
- Accept calendar appointments for sessions you plan to tutor

Expectations of Students

- **Arrive On Time**
 - Tutoring sessions begin promptly at 10am and end at noon
- Students are expected to **use their class materials and/or homework**. It is mandatory that all students come prepared with homework and questions. The only exception permitted is for those taking SAT classes.
 - Homework, textbook, notes, computer, **questions**
- Do not leave tutoring session until excused
 - Please notify ABAE rep if you need to leave early
- May switch between rooms during break
- Do not use cell phones/iPods/etc. for personal use (Allowed for schoolwork)
- Be **respectful** towards the tutors, your fellow students, and the facilities being used
- Attendance not mandatory, but attendance at least 5 sessions is recommended for maximum benefit
- Students **may not be disruptive** to the classroom environment.
- Notify absence at least 24 hours before tutoring session by emailing abae@rx.umaryland.edu

Common Questions

- 📖 “What subjects will we be tutoring students on?”
 - You are free to pick whichever subject you want to tutor in. With the exception of the SAT room, tutoring is student-focused and based on the material they bring to you.
- 📖 “What is the preferred length of commitment?”
 - You are free to sign up for as many sessions as you’d like. We do ask that you sign up for at least two sessions per semester for some continuity, but there's no maximum!
- 📖 “How many students to a tutor per session?”
 - It depends on attendance, both of tutors and students. We aim for a ratio of 1 tutor to 1-3 students, but it will change week to week.
- 📖 “How long is each tutoring session and can we select the hours?”
 - Each tutoring session is 2 hours, from 10 am - 12 pm. It is generally expected that you will attend the entire session, but if you are only able to make part of the session, email me ahead of time so we can adequately plan.

Background Checks

- Third-Party verification company called HireRight
- Funded by ABAE, no cost to tutors
- Expect an email from "HireRight Customer Support"
 - Link to make a login
 - Fill out your information and sign the consent
 - Only HireRight sees your personal information, not UMB or ABAE
- You may not be able to tutor until verification clears
 - Usually a few days, can take up to a week

Disciplinary Policy for Students

- There is a process for ABAE personnel to follow if a student is disruptive or uncooperative during a tutoring session. Disruptive or uncooperative behaviors include:
 - Not bringing a textbook or homework
 - Using electronic devices during tutoring sessions (unless for schoolwork)
 - Hindering the learning of other students
 - Leaving the tutoring session without permission
- We want to keep our sessions friendly and informal, but we expect professionalism from our tutors and participants
- Tutors should be a good example for students

Disciplinary Policy Consequences

1st Occurrence

- Verbal warning to the student
- If disruptions continue, parent will be notified

2nd Occurrence

- Warning letter mailed home to the parent and to the school's official contact, when appropriate

3rd Occurrence

- Dismissal from the ABAE program

Tutor Tips

1. **Be honest.** This helps to establish rapport and trust, the two most critical elements to a successful tutoring relationship.
2. **Be flexible.** This means being willing to adjust techniques and approaches to meet the learning styles of the student.
3. **Be patient.** What is obvious or easy for you may not be so for your student. Learn not to show annoyance in your speech or body language.
4. **Be a good listener.** Learn to pick up clues in your student's speech that enable you to understand how they are really feeling. A good listener does not dominate the conversation!
5. **Be professional.** Except for discussing your student with ABAE coordinators, information about the student must be kept confidential. When interacting with students, keep in mind that you are the adult in the room.

Tutor Tips

- 6. Be willing to share your own experiences.** By sharing information about what you have encountered, the student may feel relieved that they are not alone. Sharing experiences and lessons learned goes a long way toward building trust and support. It also helps the student build self-confidence.
- 7. Be a collaborator.** The tutor-student relationship should be viewed as a partnership. You are not there to take the place of the instructor. Let the student know you are there to work with her to supplement classroom and individual study.
- 8. Teach the student how to learn.** As a tutor your ultimate goal is to help the student become an independent learner.
- 9. Be confident.** You were chosen for qualities that enable you to be a good tutor and role model. If you need to research something before answering, that's OK
- 10. Use available resources.** Let us know if there are problems with the tutoring relationship or problems affecting your student's performance.

Contact Information

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