

# English Tutoring Program

Sponsored by the  
Chinese Students Club (CSC)  
of Columbia University

## Mission Statement:

The English Tutoring Program is a community service program that provides free English classes to Chinese immigrants hoping to increase their proficiency in English through speaking, listening, reading, and writing classes. Headed under the Chinese Students Club (CSC) of Columbia University, the program caters primarily to the Chinese immigrants associated with the Chinese Planning Council's (CPC) Clerical Training Program. The training program's mission is to provide basic educational services and clerical training to immigrants in preparation for work and to assist them through job searches and placements in the major metropolitan area. By providing additional 2-hour, weekly services to immigrant adults and children, CSC's ETP helps to promote volunteer service opportunities to students and to extend itself to the outside Chinese community. It serves to help improve the quality of life for those motivated immigrants who seek to attain economic self-sufficiency and integration into the American mainstream.

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## Welcome Tutors!

Welcome all new and returning tutors! We have lots of anxious students awaiting their first meetings with you.

The start of this semester's sessions of ETP is especially exciting for our ETP board. We're looking forward to continue working with our returning tutors, and we are also delighted to get the opportunity to work with new tutors that have just joined our program.

The ETP board hopes to bring you an even more structured and creative program to you this semester!

## What's new this year?

We have lots of many new tutors and students joining ETP!

Since we have a large group of tutors and students as well as limited space, please make an effort to cooperate with each other and keep the noise down in the classrooms during your one-on-one tutoring sessions, as you'll be sharing the rooms with others. Since you'll be seeing the same people each week for most of the semester, don't be shy; make an effort to get to know your fellow tutors and students, and make your experience in ETP exciting and fulfilling!

## Calendar:

Tutoring sessions meet each  
Saturday, 12pm – 2pm.

### Important Dates:

2/16 – First day of class  
3/15 - 3/22 - No class (spring break)  
5/03 - Last day of class



## Location:

Unfortunately, we were unable to get the same rooms throughout the semester. The Web site will have all the scheduling details. Please ask the board members if you have any questions!

## Class Structure:

12:00pm – 12:30pm	Group discussion
12:30pm – 1:00pm	One-on-one tutoring ~ reading
1:00pm – 1:05pm	Break
1:05pm - 2:00pm	One-on-one tutoring ~ speaking



Depending on the preferences of the students, workshops can be integrated into the class structure. Workshops provide students the chance to interact with each other in a classroom-like environment. In the past, workshops were planned mainly by tutors.

Representatives from the ETP board will be present at each tutoring session in order to make sure things are running smoothly.

## Tutor Guidelines:

- Each tutor will be assigned to one student at the beginning of the semester, and he/she will remain with the student throughout the semester.
- Students and tutors must remain on a strictly tutor-tutee relationship. Personal affairs may not be discussed during sessions.
- No use of any other language other than English should be used.
- Tutors should help students to the best of their abilities and treat students with respect, sensitivity, and openness.
- Conduct yourself with maturity and dignity. You serve as a model for the students and a representative of Columbia University.
- Due to limitations in facilities, tutors and students will share classrooms. Please be respectful to others.
- Accepted tutors have committed their time to the program. **Punctuality and attendance are required.**
- Attendance will be taken at the beginning of each session. Unexcused absences may result in dismissal from the program.
- If any conflicts or problems arise, please contact the board immediately.
- **If, for any reason, a tutor cannot attend class, he/she must notify his/her student AND the board so arrangements can be made.**
- Encourage students, praise them for their efforts, be creative, and have fun!

## Tutoring Objectives:

Although the goals of each student may vary, some general objectives you may want to help the students with are:

- Comprehend and increase vocabulary in daily communication.
- Improve pronunciation of words.
- Be able to ask and answer questions, talk about personal experiences, express emotions, and conduct basic daily conversation.
- Understand passages read with basic vocabulary.
- Use basic grammatical rules in simple and complex sentences.
- Write simple letters or essays with correct use of vocabulary and spelling.

## Contact Information:

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## Questions or comments:

Contact us at [csc-etp@columbia.edu](mailto:csc-etp@columbia.edu)

## ETP Homepage:

<http://www.columbia.edu/cu/csc/comserv/etp>

Check the Web site regularly for updates!