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.

Student Guidelines:
- Students will be grouped according to their level of the English language.
- Students and tutors must remain on a strictly tutor-tutee relationship. Personal affairs may not be discussed during sessions.
- Students will be assigned tutors at the beginning of each term, and they will remain with that tutor throughout the term.
- No use of any other language other than English should be used in the classroom.
- Students should work to the best of their abilities and treat tutors with respect, sensitivity, and openness.
- Due to limitations in facilities, tutors and students will share classrooms each week. Please be respectful to others in the room.
- Students 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 for any reason, a student cannot attend a class, he/she must notify his/her tutor in advance. He/she must also notify the board so arrangements can be made.

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. Most of our sessions will be in room 411 and 423 Kent. The Web site will have all the scheduling details. Please ask the board members if you have any questions!

Class Structure:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00pm – 12:30pm</td>
<td>Group discussion</td>
</tr>
<tr>
<td>12:30pm – 1:00pm</td>
<td>One-on-one tutoring ~ reading</td>
</tr>
<tr>
<td>1:00pm – 1:05pm</td>
<td>Break</td>
</tr>
<tr>
<td>1:05pm – 2:00pm</td>
<td>One-on-one tutoring ~ speaking</td>
</tr>
</tbody>
</table>

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.
Directions to Columbia University

Main Entrance: 116th Street and Broadway
To arrive at campus, you can take the subway (No. 1 or 9 to Columbia University/116th Street and Broadway) or bus (M4 or M104 to 116th Street and Broadway).

By Subway:

If you ride the #7, N or R lines, transfer to the 1, 2, 3, or 9 local at Times Square/42nd Street. From the A, B, C, or D lines, transfer to the local 1 or 9 at 59th Street.

Take local No. 1 or 9 subway to 116th Street and Broadway (the Columbia University stop). If you take the No. 2 or No. 3 express trains, transfer to the local No. 1 or No. 9 at 96th Street. Don’t forget to transfer at this stop, because the 2 or 3 will follow a different route after 96th Street and will not stop at Columbia University.

By Bus:

The Madison Avenue M4 bus and the Broadway M104 bus stop at Broadway and 116th. Buses take exact change only and the fare is $2.00 in change (no bills). You may use your metrocard to pay.

Contact Information:

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Elizabeth Eng ee2124@columbia.edu Webmaster

Questions or comments:
Contact us at csc-eti@columbia.edu

ETP Homepage:
http://www.columbia.edu/cu/csc/comserv/eti
Check the Web site regularly for updates!