

Contents

Foreword **xiii**
by Rich Kent

Introduction **xvii**
by Stacey Hahn and Renee Brown

**Chapter 1: Valuing the Labor and Leadership of the
SSWC Director by Defining the Position** **1**
by Amber Jensen

Chapter 2: Planning and Proposing **27**
by Seth Czarnecki

Mission and Values Statements	Grant Application
Proposals to Administration	Director Job Description
PowerPoint Proposal	Planning for the Future
Budget Breakdown	

Chapter 3: Logistical Considerations **53**
by Jenny Goransson

Tutor Handbook	Bulletin Board Flyer
Tutor Agreement Contract	Session Form
Room Layout	Tutoring Log
Video Tour	Post-Conference Evaluation Form
Center Profile	Certificate of Attendance
Greeter Description	Down-Time / When Not Tutoring
Tutor Leadership Job Descriptions	Writing Tutor Schedule
Sign-up Process	

Chapter 4: Tutor Recruitment and Selection **93**
by Shawna Schneiderman

Tutor Recruitment Timeline	Teacher Recommendation Form
Tutor Selection Criteria	Invitation for Recommended Students
Seeking Faculty Nominations	

New Tutor Application
Returning Tutor Application
Student Leader Application
Writing Samples/Work Samples
Invitation to Interview

Interview Questions for Tutors
Interview Questions for Student
Leaders
Acceptance Letter
Denial Letter

Chapter 5: Tutor Training

117

by Vivian Blair

Tutor Consultation Handbook
Sample Training Schedule and
Ongoing Training Agenda
Remote Training
Consent to Post Videos
Icebreaker Activity
Engaging with Foundational Texts
Tutoring Procedure
Visualizing Steps of the Tutoring
Process
Avoiding Misconceptions
Training Video
Session Questions
Using Returning Tutors to Train
Tutor Session Tools
14 Steps to a Successful
Tutoring Session / Session
Record Form

Client Intake Form
Sandwiching
Activities for Training
Role-Playing
Fish Bowl and Tutor
Checklist
Case Study Analysis
Using Sample Texts
Writing Process Reflection
Ongoing Professional
Development
Problem Solving
Tutor Observation Reflection
Observation Outline
Tutor Self Evaluation

Chapter 6: Tutor Training Courses

165

by Stephanie Hanson

Course Rationale
Curriculum Alignment
Course Catalog Description
Advertising the Course
Tutoring Class Syllabus
Grading Methods
Participation Grades
Goal-Oriented Grades
Quarterly Self-Assessment

Tutor Training Schedule
Assignments
Writing Reflection
Journal Prompt
Quick Write Prompt
Newsletter
“A La” Model Writing
Writing in the Disciplines
(WID) Paper

Contents

Writing Resource Project
SMART Project
Giving Tutors Choice

Senior Tutor Legacy Project
Tutor Mentoring Prospectus

Chapter 7: Online Tutoring **221** *by Seth Czarnecki and Trish Shine*

Online Tutoring Tip Sheet
Online Tutoring Advertisement
Online Tutoring Evaluation Form

Confirmation Email to Teacher
Virtual Center Protocols
Online Tutoring Training Material

Chapter 8: Learning Centers **241** *by Melissa Morgan*

Application
Application Writing Sample
Syllabus
Course Overview

Community Builder
Tutor Training Presentation
Tutor Self-Reflection
Liaison's Project

Chapter 9: Middle School Centers **263** *by Susan Frenck*

Writing Tutor Job Description
The Five Coach-Mandments
Client Description and Needs
Course Syllabus
Tutor Application
Session Outline

What to Prioritize in a Session
Sample Training Paper
Troubleshooting FAQs
Role-Play Scenarios
Training Younger Tutors: SSWCA
2022 Video Presentation

Chapter 10: Specific Populations **293** *by Hannah Baran*

English Language Learners
Students with Special Education
 Needs or Mental Health
 Concerns
LGBTQIA+ Students

Student Athletes
Honors Students and College
 Applicants
Students Who Are at Risk of
 Failing

Chapter 11: Outreach and Promotion **315**

by Jamie Davis

Logo	Video
Slogan	Staff Outreach Guide
Bookmark	Student Outreach Guide
Sticker	Classroom Presentation
T-shirt	Website
Newsletter	Blog Post
Poster	Social Media Post
Promotional Contest	

Chapter 12: Gathering Evidence and Reporting Data **343**

by Heather Barton

Session Form	Data to Reward Tutors
Tutoring Evaluation Form	Yearlong and Historical Data
Tutoring Reflection	Data to Propose New Direction
Monthly Data Report	

Chapter 13: School-Wide Writing Initiatives **381**

by Joe Golimowski

Faculty Collaboration Invitation	Course or Teacher Liaison
Workshop Planning	Assignment
Workshops	Teacher Liaison Interview
Writing Process Breakdown	Questions
Written Response Questions	Rent-a-Tutor Pitch
Involving Writing in Athletics	Blogger Assignment Sheet

Chapter 14: Partnerships **411**

by Renee Brown

Partnerships with Universities	Middle School Outreach
Email of Introduction	Program
Planning Timelines and Field	Partnerships with the Community
Trip Communications	Multi-Organization Outreach
Student Visit Worksheet	Program
Agenda for a University Visit	
Partnerships within the District	

Contents

“Developing a Public
Community Writing Center
During Covid-19”

Uptown Haiku Initiative
Local Business Fundraiser

Chapter 15: Networking and Publishing **433**

by Lauren Wilkie

Professional Organizations	Regional Conference Proposal
National Organizations -	National Conference Proposal
Writing Center Specific	Letter Requesting Funds for a
National Organizations -	Conference
Writing Center Adjacent	Tutor Conference Proposal
Regional and Local	Resources
Organizations	Tutor Conference Participation
Social Media Networks	Note Catcher
Publications	Tutor Letter of Recommendation
Professional Learning Network	Director Resume
Expansion	Tutor Resume

Appendix A: Digital Resources **461**

Appendix B: Annotated Bibliography **464**

Appendix C: History and Growth of SSWCA **465** *by Amber Jensen and Kate Hutton*

Appendix D: About the Contributors **469**

Index **479**