
Frequently Asked Questions



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Tutoring at International House

What is the dress-code?

Our dress-code is business casual, just no ripped/very revealing articles of clothing.

Are tutors paid?

Because our tutors are volunteers, they are not paid.

Can I request to work with a male or female student?

Yes, you can. However, **we cannot guarantee** that we will be able to accommodate this request. Tutor-student pairing depends on several factors, including male-female ratio of enrolled students. We will, however, try our best to grant the requests of this kind.

Can I request to only work with a student who is from a specific racial/ethnic/religious background?

No. Requests of such kind go against our policy not to discriminate based on race, color, sex, religion, national origin, age, or disability and will not be granted. Please refer to How Am I Matched With Student question in this document for more information on how the tutor-student pairing is conducted.

How old are the students?

Students are at least 18+, but most range between 30 and 50 years old. Our oldest students are usually around 85 years old!

How does IH train me?

You will be trained through optional professional development documents, videos, consultations with staff, as well as “new tutor” orientations.

Does tutoring always take place at IH?

Yes, for liability reasons. If you are a part of our program, we have to have you tutor on-site during the program hours. If you and your student decide to meet outside IH, you are welcome to do that, but tutor-student **meetings outside IH are not considered part of IH tutoring program**. Only meetings conducted at the appropriate place and time on the IH premises and under supervision of our ETP Coordinator are considered a part of our tutoring program.

Do I have to speak another language to be a good tutor?

No, you do not! Tutors have to be proficient in English language since our tutoring program exists to help ESL students learn English. Knowledge of another language is not necessary; moreover, we discourage frequent usage of any other language than English even when a tutor speaks student’s native language, since this can interfere with students learning progress.

Do I need previous tutoring/teaching experience?

Although it’s helpful, it is not required! We will provide you with “new tutor” training and professional development materials to help you prepare for your role.



English Tutoring Program (ETP)

Where does tutoring take place?

Tutoring takes place at International House, Room 202, under supervision of ETP Coordinator.

When does it take place?

Currently, tutoring takes place from 10-12 p.m. and 6-8 p.m. on nine consecutive Thursdays during tutoring cycle. Currently we offer five English tutoring cycles each year.

How much of a time commitment per week is ETP?

Currently, it is two hours of tutoring once per week. Currently we offer two sessions, morning session from 10-12 p.m. and evening session from 6-8 p.m. This may change in the future depending on the program needs.

Can I tutor in more than one session?

Yes! Many tutors “double-dip” –go to both morning and evening tutoring session during the one cycle.

How am I matched with a student?

The match is based on the Program Coordinator’s knowledge of the student’s’ needs (taking in account the level of student’s English) and what he/she thinks you will be a best fit for. If you are new to tutoring, you are more likely to be matched with an intermediate or advanced student. Veteran tutors/people with teaching experience are more likely to be matched with beginning students. Who you will be matched to often depends on the both tutor and student availability.

Please be flexible and ready to work with any student that we match you with.

What resources does IH provide me?

International House provides the following materials to you: six different set of curricula, each with 10-18 lesson plans that correspond to the textbooks the students use or to specific topics— writing, or reading comprehension, for example. ETP students use Basic through Transitions textbooks by Ventures. There are **4 ETP supplemental binders** located in Room 200 (on top of long cabinet in front of the window). There are also Chromebook laptops with ESL tutoring web pages bookmarked on them that you can check out. Or, you can bring your own electronic device and use our Guest WiFi to access resources. We have pencils, pens, scrap paper,

magazines, and newspapers also available. Additional supplies can be found in the gray cabinet in EDU office (behind the door).

Do I have to follow the lesson plans I am provided?

No, we certainly encourage tutors to be creative and flexible to customize your lessons to meet the students' needs. However, these lesson plans are helpful, especially if you have never tutored or taught before.

Is it okay if English is my second language? Can I still tutor?

Yes! As long as you are fluent in English, it doesn't matter if it is your first or fifth language! It is great for students to see someone who has learned English as their non-native language and can now teach it.

What happens if I miss a day of tutoring?

You are allowed to have up to two absences that you **let us know about beforehand**. Please talk to or email your session's **ETP Program Coordinator** that you will be absent as soon as possible. Do not email your Volunteer Coordinator since only Program Coordinators and Director of Education need this information.

If you miss tutoring two times without letting us know that you will not be there, you will be removed from the program. If it happens that you absolutely have to miss the session for the third time, please inform Director of Education as soon as possible and she will make a decision regarding the continued work with your student.

What happens if my student stops coming to ETP?

This often happens—not because you're doing a bad job, but because students' schedules and responsibilities can change and mean that they can't attend ETP anymore. In that case, we match you with another student, if possible!

Who should I talk to with more questions?

Program Coordinators or Stephanie Galeotti, Director of Education, will be happy to answer any questions you may have!



Citizenship Tutoring Program (CTP)

Where does tutoring take place?

Tutoring takes place at International House

When does it take place?

Tutoring will take place from 2-3pm on six consecutive Sundays, directly before the 2-hour class that students enrolled in the program take.

Do I have to make my own lesson plans?

No, we provide them for you!

Do I have to follow these lesson plans?

You do not, but of course they are helpful, especially if it is your first time tutoring!

What will I tutor?

You will be explaining vocabulary related to civics and the N-400 application for Naturalization, as well as explaining aspects of US history and culture.

Do I need to speak another language to tutor effectively?

No, it is not necessary! Tutors have to be proficient in English language since our tutoring program exists to help ESL students learn English. Knowledge of another language is not

necessary; moreover, we discourage frequent usage of any other language than English even when a tutor speaks student's native language, since this can interfere with students learning progress.

Do I need previous teaching/tutoring experience?

No, it is not necessary! We will provide you with "new tutor" training and professional development materials to help you prepare for your role.

What textbook do students use?

Voices of Freedom, by Bill Bliss.

Can I have a copy of the textbook?

Unfortunately, no. Because we have to make sure that every student has a book of their own, we cannot check out textbooks to our tutors during the tutor our. However, the lesson plans we provide to our tutors are based on the Voices for Freedom, by Bill Bliss textbook that students use. You can always ask your student to share the book with you during the tutoring hour should you want to cover specific topics.

What happens if I miss a day of tutoring?

You are allowed to have up to one absences that you **let us know about beforehand**. Please talk to or email your session's **CTP Program Manager** that you will be absente as soon as possible. Do not email your Volunteer Coordinator since only Program Manager needs this information.

If you miss tutoring more than once without letting us know that you will not be there, you will be removed from the program. If it happens that you absolutely have to miss the session for the second time, please inform Director of Education as soon as possible and she will make a decision regarding the continued work with your student.

What happens if my student stops attending CTP?

This often happens—not because you're doing a bad job, but because students' schedules and responsibilities can change and mean that they can't attend CTP anymore. In that case, we match you with another student, if possible!