

Writing Services New Consultant Training

All consultants are required to achieve Level I certification their first semester on the job.

CRLA Level I Training Curriculum:

Requirement	Explanation	Details
Writing Consultant Orientation	<ul style="list-style-type: none"> • Introduction to ULC mission, policies, and procedures. • Define tutoring responsibilities, review basic tutoring guidelines, and discuss “do’s and don’ts.” • Role modeling with experienced writing consultants, including how to begin and end the consultation. 	Scheduled <u>the days before classes start</u> each Fall semester.
Training & Staff Meetings	<ul style="list-style-type: none"> • Up to 10 weekly training meetings are scheduled during the semester. • Topics include: tutoring theory, active listening, resources, etc. • Many will require preparation (reading or writing). 	You’ll be provided with a meeting schedule early in the semester. <i>(See Coordinator about time conflicts.)</i>
Participant Observation	<ul style="list-style-type: none"> • You will start your work shadowing experienced consultants. • The first week, you observe consultations. The second week, you lead with the experienced consultant present to observe and/or assist. 	Writing consultants usually engage in two weeks of participant / observation, typically starting the second full week of classes.
Critical Writing	<ul style="list-style-type: none"> • Each new consultant will schedule one appointment with another consultant and compose an analysis and critique of the experience. 	One critique will be e-mailed to the Coordinator; due date will be announced.
Observations	<ul style="list-style-type: none"> • New consultants will be observed at least once during the first semester. 	Observations are scheduled randomly during the semester.
Conference	<ul style="list-style-type: none"> • New consultants will have a one-on-one conference with the Director. 	Conferences are scheduled near the end of the first semester.
Final Reflection	<ul style="list-style-type: none"> • New consultants will compose a thorough reflection on their first semester experience. 	Due the last day of classes.

Paid consultants who achieve Level I certification earn a raise starting the next semester they work.

All Level I certified consultants are required to earn Level II certification during their second semester on the job.

CRLA Level II Training Curriculum

Requirement	Explanation	Details
Training & Staff Meetings	<ul style="list-style-type: none"> Up to 7 bi-weekly training meetings are scheduled during the semester. Topics include: WC theory, communication, ELL, etc. Many will require preparation (reading or writing). 	You'll be provided with a meeting schedule early in the semester. <i>(See Coordinator about time conflicts.)</i>
Critical Writing	<ul style="list-style-type: none"> Each consultant will observe a peer educator from another ULC service and compose an analysis and critique of the observation. 	One critique will be e-mailed to the Coordinator; due date will be announced.
Observations	<ul style="list-style-type: none"> Consultants will be observed at least once during the second semester. 	Observations are scheduled randomly during the semester.
Philosophy Essay	<ul style="list-style-type: none"> Consultants will compose an essay explaining their personal theory of consulting. 	Due the last day of classes.

Paid consultants who achieve Level II certification earn a raise starting the next semester they work.

After completing Level I and Level II training requirements, all writing consultants are eligible, but not required, to pursue Level III certification. If interested, consultants should notify the coordinator before the start of the next semester.