Who we are:

The goal of CUNY Tutor Corps is to reduce barriers to STEM academic and professional achievement and to improve the confidence, academic performance, and college and career readiness for CUNY tutors and NYC DOE students. In support of the Algebra for All and Computer Science for All initiatives from the Office of the Mayor, CUNY Tutor Corps brings current CUNY students who are studying math, computer science, technology and/or education into NYC public middle and high schools. These CUNY students spend approximately 12 hours per week working with math or computer science teachers to provide classroom support, one-on-one and small group instruction. Our model is for tutors to spend part of their time in math or computer science classrooms and part of their time offering one-on-one or small-group tutoring outside of class. We believe that CUNY students who want to improve math and computer science education can inspire young people to pursue careers in STEM while they investigate public school teaching as a possible career choice. We provide college students the ability to contribute to the city they live in today while shaping the NYC public schools of tomorrow.

Goals of the program:

For students:

- Increased academic success in Algebra, pre-Algebra, and Computer Science courses
- Increased one-on-one instruction in math and computer science
- Increased preparation for STEM studies in college
- Increased understanding of the transition from the NYCDOE to CUNY
- Bonds formed through near-peer mentoring relationships

For teachers:

- Opportunity to offer more individualized attention during class
- Opportunity to assign extra tutoring sessions outside of class for struggling students
- Additional support for Students with Long Term Absences, English Language Learners, Students with Interrupted Formal Education, or Students with IEPs/Special needs
- Assistance with advanced Computer Science content
- Insight into academic expectations for students at CUNY colleges
- Assistance building extensions in curriculum that can connect mathematics and computer science content to later topics

For parents:

- Support for your child with math or computer science homework and classwork
- Extra help building your child’s study habits
• Access to information about success at CUNY
• Successful college students mentoring your child

Requirements for Participation:

For Schools:

- Host schools must be affiliated with at least one of the following organizations:
  - Algebra for All
  - Computer Science for All
  - Early College Initiative
  - Affinity Group
  - LINCT
  - College Now

One of these groups will need to verify the school is in good standing and able to participate through them.

- Participating schools must appoint a Site Supervisor to serve as the administrative contact with the program.
- Participating schools must provide time, space and supervision for one-on-one / small-group tutoring.
- Participating schools must support Host Teachers in taking advantage of tutor support in the classroom.
- Participating schools must communicate regularly with Tutor Corps staff regarding site-specific modifications or challenges with our model.

For Site Supervisors:

- The Site Supervisor may be a Principal, Assistant Principal, Math/Instructional Coach, or Lead Teacher.
- The Site Supervisor should be the one to complete the school’s application for the program.
- The Site Supervisor must connect with the assigned tutors between August 27 and September 7 to make sure that each tutor has a regular work schedule of up to 12 hours. If the tutor and planned Host Teacher schedules do not facilitate the tutor working 12 hours per week, the Site Supervisor should find additional teachers in the school with whom the tutor could work. Each tutor should support no more than three teachers.
- The Site Supervisor must identify cooperating teachers within their school and advise each teacher of their tutor assignment.
- The Site Supervisor must provide each teacher with a CUNY Tutor Corps Handbook (which will be distributed to Site Supervisors in August).
- The Site Supervisor must track the tutor’s hours and sign the tutor’s biweekly timesheet to verify that the tutor is paid for the appropriate number of hours actually worked.
- The Site Supervisor must facilitate student data collection by providing the program evaluation team with a spreadsheet of students’ CUNY tutor-assigned ID numbers, OSIS numbers, and dates of birth when requested twice per year.

For Host Teachers:

- Host Math teachers must teach Algebra 1 or 6 - 8th grade pre-Algebra; Computer Science teachers must teach Beauty and Joy of Computing or SEP curriculum.
- Host teachers must commit to meet with their tutors at least once no later than September 14th to discuss classroom expectations.
- Host teachers must plan for the time tutors will be in their classroom.
- Host teachers must assign students to work with tutors one-on-one or in small groups outside of class in supervised settings. If this is not possible at your school, you may simply assign students to work with the tutor one-on-one or in small groups during class.
- Host teachers must plan regular times to communicate with the tutor about lessons, student progress, and to provide feedback to the tutor about his/her performance.
• Host teachers must communicate regularly with their Tutor Corps Classroom Specialist regarding scheduling visits as well as when problems need to be addressed.
• Host teachers must work with the tutor and Site Supervisor to provide the program evaluation team with a spreadsheet of students’ CUNY tutor-assigned ID numbers, OSIS numbers and dates of birth when requested twice per year.
• Host teachers are expected to also participate in virtual discussions with other host teachers and Tutor Corps staff about best practices for use of tutors in the classroom.

For Tutors:

• Tutors must be full-time CUNY students.
• Tutors must have completed coursework in mathematics, computer science and/or education totaling at least 12 credits.
• Tutors must maintain a Grade Point Average of 3.0 or better.
• Tutors must be able to adapt to new challenges and communicate dependably and professionally.
• Tutors must attend a week of intensive summer training and at least five additional professional development sessions over the school year.

How it Works:

• To apply to the program, the Site Supervisor should complete the school’s application. All applications must be received by June 26, 2018 to receive priority in tutor placement.
• Tutors will go through our intensive week-long summer training program.
• We will match the schools, their locations, and their available schedules to our tutors’ needs, and we will notify schools and teachers no later than August 27, 2018. Preference will be given to teachers in good standing with the Algebra for All or Computer Science for All programs.
• The Site Supervisor will establish a regular work schedule of up to 12 hours per week for each tutor.
• Host teachers will be asked via email to schedule a meeting with their tutor no later than September 14th to discuss expectations and the tutor’s work schedule.
• Tutoring schedules should begin no later than the week ending September 21.
• The Site Supervisor must keep track of the tutor’s hours and sign the tutor’s biweekly timesheet to verify the hours for which the tutor should be paid.
• Tutors will assign CUNY ID numbers to the students they are working with one-on-one and/or in small groups for 20 minutes or more per day and submit this information via bi-weekly dosage trackers. Near the end of each semester, the tutors will work with their Host Teachers and Site Supervisor to compile a spreadsheet of these students’ CUNY ID numbers, OSIS numbers and dates of birth which must be submitted to the program evaluation team when requested.

Potential Schedules

Tutors can work in schools from two to five days per week for up to 12 hours per week, depending on what works best for them and for the host schools. Once the Site Supervisor has set the schedule, however, tutors should
keep regular hours for the semester. Should there be changes to this plan, tutors are expected to notify their Host Teacher, Site Supervisor, and the Tutor Corps Staff.

If the school has an after-school program or other extended hours, it is important for schools to specify on their application the extended hours during which tutors would provide the one-on-one or small-group tutoring.

**Dates to Remember:**

- May 11th, 2018 – Host School applications become publicly available
- June 26th, 2018 – Priority Deadline for Host School application submissions
- August 27, 2018 – School and Tutor matches sent by Tutor Corps staff on or before this date
- August 27th, 2018 – September 7th, 2018 – Site Supervisors will meet with their tutors to establish tutor work schedules.
- September 14th, 2018 – The date by which all Host Teachers must meet with their assigned tutor to discuss classroom expectations and the tutor work schedule.
- September 5th, 2018 – School year begins.
- September 21, 2018 – The date by which all tutors must begin their work assignment.

**Additional Information:**

For additional information on the program, visit our website: [www.cuny.edu/TutorCorps](http://www.cuny.edu/TutorCorps)

To keep up with current happenings of the Tutor Corps, follow us on Twitter: @CUNYtutorcorps

If you have additional questions, please contact the Program Manager of the Tutor Corps:

Malcolm Skinner  
16 Court St., 3rd Floor, Brooklyn, NY 11241  
(718) 254-7161 (office) | (646) 946-4079 (cell)  
Malcolm.Skinner@cuny.edu

The CUNY Tutor Corps is a collaboration between the CUNY K-16 Initiatives, the Office of the Mayor and the NYC Department of Education.