

CLATSOP COMMUNITY COLLEGE: VOLUNTEER LITERACY STUDENT HANDBOOK

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What is the Volunteer Literacy Program?

The Outreach Literacy Volunteer Tutor program at Clatsop Community College serves adults over the age of 16 who have not finished high school or who need to learn English. The volunteers receive no salary for their work.

What Services Do We Provide?

- Volunteers work one-on-one with students to help them learn to speak, read and write.
- We can help with the citizenship application and tests.
- We have free or inexpensive study materials.
- We make referrals to other classes and services. - ESL, ABE, GED classes and community social service programs

What are the Student's Responsibilities?

The programs we offer are free, but the student has to comply with certain obligations in order to receive these services. The student is responsible for:

- Taking a pretest upon entry into the program, and after 40 hours of study/homework, take a posttest. These tests generate the funds necessary to pay for the coordinator, classes and study materials.
- The student must stay in contact with the coordinator and the volunteer tutor. If the student cannot make an appointment with the tutor the student must contact the tutor to let them know. If you cannot speak English with your tutor, call the coordinator and speak slowly in Spanish. You will get a card with basic English phrases to help you leave simple telephone messages so you can notify your tutor that you cannot make the appointment.
- If you have friends or family that would also like to study, please encourage them to do so. However, these students must first contact the coordinator to receive services. Your tutor cannot help friends/family before they have seen the coordinator.

Advice for our students:

We understand that most of our students are working adults, with children and families. We understand that your time is precious and that you have little time to study.

We also know that improving your English is important to you. We ask that you commit to the process by the following simple suggestions:

- If you can't make your appointment, notify the tutor or the coordinator.
- Attend English/GED classes at the college if at all possible to supplement your work with the tutor.
- If you change your phone number, notify the coordinator or your tutor.
- If you are going to move, please notify the coordinator or your tutor.
- Be an active participant with your tutor. Help the tutor help you.
- Communicate your needs to the tutor, or if you cannot speak enough English, talk with the coordinator.
- If you are having problems or are not satisfied with the tutor, please notify the coordinator.
- Please use and strengthen your new skills- speak and practice English with your children, co-workers, and friends.
- Share information about the program with your family and friends. Encourage them to learn, too.
- If you're a new student, don't get discouraged! We understand it is very difficult for newcomers, but if you quit or stop studying, you will never make progress.
- If you have to drop out of the program, please remember that you can always return when you can.
- If you are moving and want information about English/GED classes in your new town, call the coordinator. She can help you find a new study program.