

TUTOR TRAINING

Journal Reaction Requirements

Tutor Journal: tutor journal reactions are required for training credit. These journal reactions should be **typed, no more than one full page essays**. Reaction writings must include **employee's name, presenter's name, workshop/video topic, and date**. An introduction, workshop reflection, application, and a conclusion is required. Reactions must be typed using **Microsoft Word, font 12, and single spaced, with a minimum of 420 words**.

Journal reaction papers should focus on how workshop topics relate to actual tutoring of students in the lab. The main objective of this training is to apply what is learned to tutoring and the services you provide to our SLC students of PBSC.

Required Journal Reaction Format

- 1. Workshop Title**
- 2. Workshop Presenter**
- 3. Employee's Full Name**
- 4. Date**
- 5. Introduction (40 to 60 words)**
- 6. Workshop/Video Reflection (40 to 60 words)**
- 7. Application (220 to 240 words)**
- 8. Conclusion (120 to 140 words)**

When assignment is complete, submit to your immediate supervisor to receive training credit towards your CRLA Certification.