

O X Y U S C U C L A



Asian American Tutorial Project



Orientation Packet



welcome

what is asian american tutorial project?

The Asian American Tutorial Project (AATP) is an all student-run volunteer organization whose purpose is that of fostering social services in the Asian American communities.

AATP is an on-campus organization for all USC students, its main design is the tutoring of elementary school children on Saturdays from 10:00 am to 12:00 PM at Castelar Elementary School in Chinatown. Many of these elementary school children are recent Asian immigrants, who are deficient in the English language and we are here to aid them. In addition, we serve as a Big Brother/Big Sister to the children, help the Chinatown community, and introduce the children to the many aspects of American culture.

We supplement our regular tutoring sessions with field trips — to museums, mountains, parks, zoos, etc. — and arts and crafts days.

What we expect of you as tutors is to bring your enthusiasm each week to site, commit to at least one quarter (6-8 weeks), and most important of all, **have fun!**



observe

the rules

1. Tutors may not allow the children to leave school grounds during site unless accompanied by at least one of their parents/guardians. Tutors **may not** accompany any children off school grounds.
2. Tutors are allowed only one absence per quarter. Tutors must notify the USC directors and their respective grade leaders at least 2 days in advance, except for emergencies. Tardiness of **15 minutes** or more will be considered an absence.
3. Absent tutors must arrange a substitute tutor for his/her tutee. Notify at least one of your site directors of the absence and substitution **no less than one day** in advance.
4. Tutors may not invite their tutees to events specified solely for tutors.
5. Tutors may not physically punish any of the children.
6. Tutors are expected to be positive role models and act accordingly. Both tutors and tutees must adhere to the rules below.
 - No profanity on school grounds
 - No one outside the program may participate in these sessions
 - No destruction of school property
 - No horse play



understand

what am I supposed to do?

Your duty as a member of AATP encompasses many roles. You will serve as a tutor, a mentor, and ultimately a friend to your tutee. Your positive attitude and enthusiasm will encourage your tutee to excel academically and socially. As a friend, you will be able to discover your kid's interest and needs. As a tutor, you will be an endless source of information. As a member of AATP, you will help the children of Castelar Elementary school to overcome many social, cultural, and linguistic barriers that they may face in the future. Your guidance and your role as a member of AATP will help shape their future.

In order to ensure the utmost efficiency and safety of this program, we have established a set of guidelines that will hopefully make your time here at AATP one of the most memorable.



read

general instructions to the tutor

1. **BE ON TIME!** Tutoring starts promptly at 10 am, except on the first day of the quarter / field trips.
2. If you are planning to be absent, you must call your director and your grade leader(s). You should also call your tutee to let him/her know.
3. *If you become aware of a potential dangerous situation facing the tutee, contact the AATP liaison of any of the three schools, and try to direct the tutee to a trained professional for assistance.*
4. Give your tutee constant reassurance and encouragement and have absolute confidence in his/her ability.
5. Praise frequently for genuine success. Be sincere.
6. **BE PATIENT.** Progress is slow. Take time to teach your tutee. It is better to learn one thing completely than learning everything in pieces.
7. Any problems directly related to your tutee should be directed to your grade leader.
8. If you have any problems, either with your tutee or with the project or anything at all, **DO NOT HESITATE** to contact the USC directors.



note

helpful hints and guidelines

1. BE CAREFUL.
2. Be sensitive to the tutee's and other's feelings.
3. Do not hesitate to ask for help.
4. Maintain consistent and regular attendance.
5. Never take your tutee off the campus premises.
6. Remember to check in with your grade every Saturdays, and pick up the necessary worksheets.
7. First hour the sessions is **mandatory tutoring from 10 am to 11:15 am**, no exceptions.
8. Respect your tutee's confidence: do not discuss any problems publicly.
9. Respect each tutee's individual beliefs and religious habits. **DO NOT** propose any doctrine or beliefs.
10. Keep an open mind.
11. Maintain a professional attitude.



discover

your first day

The first day tends to be the most crucial day and everyone's cooperation is needed. You can expect the unexpected, so **BE PREPARED!** On the day of the first tutoring session, we all must arrive at Castelar at 9 am SHARP. All the schools (USC, UCLA, and Occidental) will be there, and we all will be holding one final run down as to what we are all expected to do. You can choose which grade you want to work in (Grades 1-6). Generally all tutorial sessions are one-on-one. In some cases tutors are asked, but not required, to have two tutees, due to short supplies of tutors. In the event that the grade you chose has a shortage of tutees, immediately contact a USC director to direct you to a grade that needs tutors. During the first hour session, get to know your tutee. You can bring things that you think are appropri-

A quick summary of your first day:

1. BE THERE ON TIME. **9 am sharp.**
2. Introduction to the program and the site.
3. Break off into different grades.
4. Meet other tutors in your grade. Icebreaker!
5. Meet your tutee.
6. 1st hour — getting to know your tutee, filling out forms and tutoring.
7. 2nd hour — playtime, arts and crafts.

ate to help break the ice between you and your tutee. This is all up to you and how you would want to approach this. Getting to know your tutee can prove to be difficult for many are shy. **PLEASE BE PATIENT.** Second hour is for arts and crafts or playtime. There are games provided in the game closet, handball courts, basketballs, and other things. But remember you **can not** take your tutee off campus.

General outline for a usual day at site:

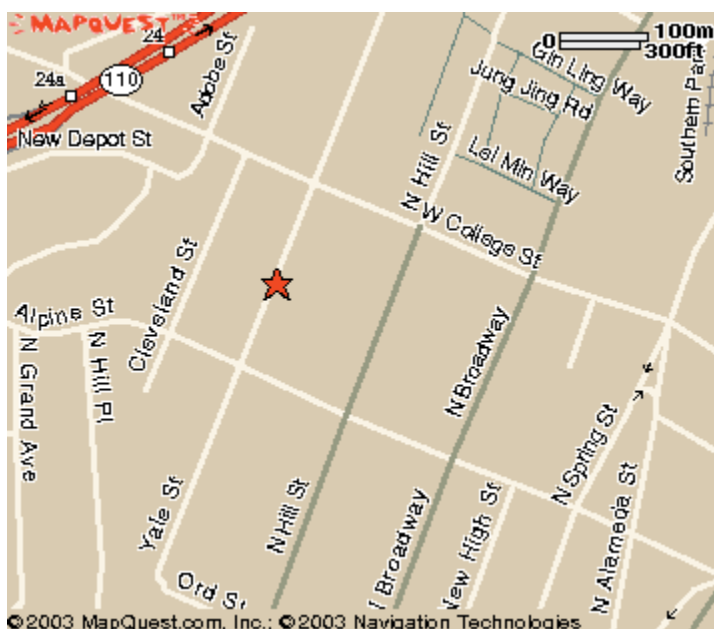
1. BE THERE ON TIME. **10 am sharp.**
2. 10-11:15 am. Academic hour, planned by your respective grade leaders.
3. 11:15-12 noon. Arts and crafts planned by your respective grade leader, or playtime.

After 12 PM you are no longer liable for your tutee, however, if their parents have not come you may leave them with a USC director.



directions

how to get to site



How to get to Castelar: (840 Yale St., Los Angeles)

1. From Hoover, take 10 East (on the right side), stay in the left lane, transfer to 110 North, and exit Hill Street (Chinatown). Then keep going until you see a playground, then turn right into the parking garage.
2. From EVK (Gate 3), turn right and keep going. Turn left at the stop light. Turn left again onto the 110 North entrance. Exit Hill Street (Chinatown). Exit Hill Street and keep going until you see a playground, then turn right into the parking garage.
3. From Figueroa (heading towards downtown), keep going straight, past the Staples Center. Turn right on to Alpine (there is an unmarked ramp). Keep going, and turn left on Hill Street. Keep going until you see a playground, then turn left into the garage.

Questions, comments or suggestions
should be directed to:

aatp@usc.edu

Or check out our website at: **<http://www-scf.usc.edu/~aatp>**