

Protocol for ACT 341  
Pre-K – 6<sup>th</sup> grade Literacy Tutoring for College Credit

*Please note that although UCA is required to disclose this information, UCA does not grant college credit for this tutoring participation.*

Before tutoring begins:

1. The student must be a current recipient of the Arkansas Academic Challenge Scholarship.
2. The student should complete the student section of the Cooperative Agreement. (see **Student** section of Cooperative Tutoring Agreement)
3. The student will submit the Cooperative Agreement to the UCA Financial Aid Office for signature and verification.
4. The student is responsible for contacting and securing approval from a School/District in which to provide literacy tutoring services to Pre-K through 6<sup>th</sup> grade students. (see **School/District** section of Cooperative Tutoring Agreement)
5. The student is responsible for completing all school/district requirements which may include any required tutoring/volunteer service training and/or background check.
6. The student is responsible for completing on-line tutor training to include the “Getting Organized and Building a Relationship” section located under the Support Materials tab on the Web-based Tutor Training.  
<http://www.nationalserviceresources.org/sites/learns/web-based/support.php>
7. The student is responsible for completing additional on-line tutoring training as appropriate for the tutoring assignment. Additional training materials are available in the “Tote Bag” section of the Web-based Tutor Training.

During the tutoring experience:

8. The student will abide by all school/district policies and procedures.
9. The student will abide by a professional code of ethics including appropriate attire and responsible behavior.
10. The student and school/district will develop and adhere to an agreed tutoring schedule.
11. The student will be supervised at all times by a school official.
12. The student will be responsible for maintaining documentation (logging) actual tutoring hours, verified by a school/district official.
13. The student may revisit the Web-based Tutor Training website periodically.

Upon completion of the tutoring experience:

14. The student will submit documentation of completion of tutoring to the school/district and receive verification signature on the Cooperative Tutoring Agreement. (see **School/District** section of Cooperative Tutoring Agreement)
15. The student will provide required documentation to the University in order to receive state recognition in compliance with ACT 341 of 2007.