

**Building PARTnerships:  
Parents as Reading Tutors  
TRAINING SCHEDULE FORM**

<b>TIME</b>	<b>ACTIVITY</b>	<b>MATERIALS</b>	<b>TIME REQUIRED</b>	<b>ASSIGNED STAFF</b>
	Welcome/Introduction <ul style="list-style-type: none"> <li>• welcome and introduce self</li> <li>• have participants introduce themselves to their partner and if time to the group</li> </ul> Review Objectives Review Agenda Review Materials	Objectives on chart Agenda on chart Material packet (see attached)	20 min	
	Overview of program	PowerPoint slides 6-18 PART Books (if used)	15 min	
	Timer Practice	Timers PowerPoint slide 19	10 min	
	Determining Child's Reading Level (Week 1) <ul style="list-style-type: none"> <li>• use slides to teach procedure</li> <li>• model procedure</li> <li>• have participants practice timing with partner</li> <li>• take questions from the group</li> </ul>	PowerPoint slides 20-26 Handout 2 PART Books p 7-10 Timers Timing practice sheet 1 (pink sheet) Overhead transparency of timing sheet 1	25 min	
	<b>BREAK</b>	Refreshments (?)	10-15 min	

	<p>Tutoring (Week 2 and beyond)</p> <ul style="list-style-type: none"> <li>• use slides to teach procedure</li> <li>• model procedure</li> </ul> <p><i>Hint: You will probably want to model tutoring a first or second grader because the tutoring session is less lengthy.</i></p> <p><i>Remember to:</i></p> <ol style="list-style-type: none"> <li>1. use correction procedure,</li> <li>2. praise the student</li> <li>3. ask questions as part of modeling.</li> </ol>	<p>PowerPoint slides 26-31 Handout 3 PART Books p 10-14 Timer Timing practice sheet 2 (green sheet)</p>	15 min	
	<p>Asking Comprehension Questions</p> <ul style="list-style-type: none"> <li>• review info on slide 20 and page 15 in book</li> <li>• review bookmark with questions</li> <li>• talk about the questions you modeled when doing the tutoring timing</li> </ul>	<p>PowerPoint slide 32 PART book page 15 Bookmarks</p>	10 min	
	<p>Tutoring Session Practice</p> <ul style="list-style-type: none"> <li>• partners practice tutoring session with one reading and the other questioning</li> <li>• <i>Hint: you may want to condense the practice by having partners read for 3 minutes, mark place and read for 1 more minute, then ask questions.</i></li> <li>• be sure that partners reverse roles so that each has a chance to practice asking questions</li> </ul>	<p>PowerPoint slide 33 Timing practice sheet 2 (green sheet) Timers Question bookmarks</p>	25 min	

	<p>One Minute Test</p> <ul style="list-style-type: none"> <li>• model procedure</li> <li>• partner practice</li> </ul>	<p>PowerPoint slide 34-35 Timing practice sheet 2 (green sheet) Timers</p>	<p>10 min</p>	
	<p>Weekly Test</p> <ul style="list-style-type: none"> <li>• review information on slide 22</li> <li>• provide partner practice if needed</li> <li>• <i>Hint: Have participants note number of words and errors, to record after graphing instruction</i></li> </ul>	<p>PowerPoint slide 36 Timing practice sheet 3 (white sheet) Timers</p>	<p>10 min</p>	
	<p>Graphing</p> <ul style="list-style-type: none"> <li>• review information on slide 23</li> <li>• model graphing</li> <li>• practice graphing, first with times from the previous timing, then with the following examples: (correct/errors) daily: 35/3, 37/2, 42/2, 40/1, 42/0 weekly: day 5-35/3; day 10-38/1</li> </ul>	<p>PowerPoint Slides37-39 Handout 6 Overhead transparency of graph Graphs</p>	<p>25 min</p>	
	<p>Independent Reading</p> <ul style="list-style-type: none"> <li>• review information on slides 24-26</li> </ul>	<p>PowerPoint slides 40-43 Handout 4</p>	<p>5 min</p>	
	<p>Closing</p> <ul style="list-style-type: none"> <li>• ask for questions</li> <li>• provide sample letter to teacher</li> <li>• remind parents of materials and general procedures</li> <li>• have parents complete evaluation form</li> </ul>	<p>PowerPoint slides 44 Handout 5 Sample letter to teacher Evaluation forms</p>	<p>10 min</p>	

MATERIAL PACKET

Materials	Possible Source	Price
Expandable files	Office supply store District Warehouse	varies
Paraprofessionals As Reading Tutors (optional)	Sopris West <a href="http://www.sopriswest.com/">http://www.sopriswest.com/</a>	10.95 ea or 10 for 88.95
Countdown Timers (Pocket Timers)	Attainment Company <a href="http://www.attainmentcompany.com/">http://www.attainmentcompany.com/</a>	4.00
PowerPoint	Just Read Florida! Leadership Conference	No cost
Workshop Handouts 2-6	Just Read Florida! Leadership Conference	No cost
Practice materials (3 passages at varying grade levels)	Classroom materials	No cost
Question bookmark (Who, What, When...?)	Presenter created	Minimal cost
Evaluation forms	Presenter created	Minimal cost