



TUTOR & LEARNER PROCESS

Registration for volunteer tutors & learners is always open

Program Information

- First, please fill out our [Volunteer Tutor Registration Google Form](#)
- This form will ask you for
 - your general information
 - your availabilities throughout the week
 - your preferences for the number of learners you would like to tutor, English proficiency level of learner(s), and In-Person/Remote tutoring
 - your chosen start date, which should be after you have completed the 12 hour training from Literacy Works.
- Once you submit the Volunteer Tutor Registration form, the Adult Education program coordinator will reach out to you to discuss potential learners that may best fit the criterion from your registration form.
- The Adult Education Program Coordinator will then email you and your learners to share contact information, the schedule of your classes, and the Zoom link.
- Your tutoring will start during the week of your chosen start date and end 10 weeks after the start date.
- Tutoring will be 1.5 hours a week, flexible to match the tutor's schedule (once a week for 1.5 hours)



What we need from all tutors:

- [Registration Form](#)
- Volunteer Application
- Minimum of 12 hours of training
 - Training must be completed prior to the start of class

STEP-BY-STEP PROCESS FOR VOLUNTEER TUTORS

- Step 1: Please fill out and submit [[SOS Tutor Registration Form](#)] and [[Volunteer Application](#)] kateki@hanulusa.org.
- Step 2: After submitting your registration form and volunteer application, complete a minimum of 12 hours of free training before the semester begins if you have not already done so.
 - The training is split into 9 hours of asynchronous online training, followed by a 3 hour live Zoom training session with a tutor trainer from Literacy Works.
 - The live Zoom training session with Literacy works can be found [here](#)
 - Literacy Works Training Registration link is [HERE](#).
- Step 3: Email the program coordinator to let them know that you have completed the Tutor Essentials Training from Literacy Works.
- Step 4: After completing your training, you will receive an email matching you to your ESL adult learner(s).
- Email kateki@hanulusa.org if you have any questions.



LEARNER REGISTRATION PROCESS

수강생 등록 항상 열려 있습니다

영어 수업 정보:

- 2023년 7월 부터는 영어 수업이 학기로 진행되지 않고 공개 등록으로 변경 됩니다. 그러므로 신청 기간 없이 아무때나 원하실때 영어 수업 신청 하실수 있습니다.
- 여전히 10주간 동안 일주일에 한시간 반씩 수업이 진행될것입니다.
- 10주가 끝나면 수강생분 과 영어 선생님이 직접 수업 후 의견 설문조사를 작성 하시고, 모두 계속 참석 하신다고 하시면 수업이 계속 진행 됩니다.
- 다음 학기는 10월초에 시작될 예정이나, 정확한 날짜와 시간은 영어 선생님과 의 일정에 따라 정해질 것입니다.
- 일대일 또는 소그룹의 영어수업으로 진행되지만, 일대일 영어 수업이 보장되지는 않습니다.
- 수업방식:
 - 온라인 (Zoom, 구글 미팅, 그 외)
 - 한울종합 복지관 사무실 또는 공공도서관에서의 대면 수업
- 수강생은 10주의 학기 수강기간을 꼭 지켜주셔야 합니다

필요한 서류:

- 수업 신청서
- 학기전 평가와 학기후 평가

수강생 등록 절차

Step 1: [한울복지관 영어수업 신청서](#)를 작성 해주시면 수업이 신청 됩니다.

Step 2: 신청서를 제출 하신 후, 학기전 평가시험 시간과 정보를 확인해서 이메일로 보내겠습니다.

Step 3: Zoom을 통해 학기전 평가시험을 꼭 보셔야 합니다. 대략 30분 정도 걸립니다.

Step 4: 학기전 평가 결과에 따라 결정된 자원봉사 영어선생님을 이메일로 소개 하겠습니다. 그 후에는 자원봉사 선생님께서 직접 연락하실 것입니다.



한울 종합 복지관
Hanul Family Alliance

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LAKE COUNTY
300 Knightsbridge Pkwy Ste 125
Lincolnshire, IL 60069
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질문이 있으시면 kateki@hanulusa.org 로 이메일을 주시거나, 847-439-5195
내선번호 203 로 연락부탁 드립니다.

Learner Registration Process



Learner Registration is always open

- Starting in July of 2023, Hanul Family Alliance's ESL program will no longer have quarters or registration periods. This will mean that learners will be able to register at any time during the year.
- If there is an English class available when you are available when you are available, you will be matched to it.
- The time commitment for this program will be 10 weeks starting from the first class, and ending after 10 weeks have passed.
- 1:1 or small group tutoring, however there is no guarantee of your first choice
- Classes will take place:
 - Zoom or Google Meet
 - In-Person at Hanul's offices or public libraries
- Learners must commit to the 10-week semester schedule

What we need from all learners:

- [\[SOS Learner's Registration Form\]](#)
- Assessments before and after each semester

STEP-BY-STEP PROCESS FOR LEARNERS

- Step 1: Please fill out and submit [\[SOS Learner's Registration Form\]](#).
- Step 2: After submitting the registration form, we will email you to confirm your information, and schedule your Pre-Assessment test.
- Step 3: Take your pre-assessment test over Zoom. The assessment test will take about 30 minutes.
- Step 4: Based on your pre-assessment result, you will be matched with a volunteer tutor and notified via email. From then on, the volunteer tutor will be in direct contact with you. Email kateki@hanulusa.org or call 847-439-5195 ext. 203 if you have any questions.