Rise to ExceḷḷencE

**Creative Community College Collaborators
Third Annual 4C Virtual Tutor Conference**

October 25, 2024
8:30am-1:40pm PT | 9:30am-2:40pm MT
10:30am-3:40pm CT | 11:30am-4:40pm ET

Proposals are to be submitted electronically. This form is a printable tool to help prepare for the electronic submission. Details on the electronic submission process are found in the information sent to program leadership. The electronic **proposal submission deadline is September 20, 2024.**

For tutors, by tutors!

Tutor presentations must be vetted locally by program leadership before submission. Participating institutions must submit at least one proposal; more are welcome. Each proposal requires a separate form submission.

Institution/Program Information

Institution and Organization Name *(Example: Anywhere College Universal Learning Center)*

_____

Institutional Contact Name, Title, and Pronouns
(This is the director, coordinator, manager, etc., who will serve as primary contact for all tutor proposals from the institution or program.)

_____

Presenter Information
A presentation may have up to four co-presenters, and all presenters for a single presentation will be included in the same proposal submission. Please submit a separate form for each presentation.

Presenter 1 Name, Discipline(s), and Pronouns *(Example: Frank Wonder, engineering and philosophy, he/him)*

_____

Presenter 1 CRLA Level

- [ ] **Not yet certified**
- [ ] **Certified (Level I)**
- [ ] **Advanced (Level 2)**
- [ ] **Master (Level 3)**

Presenter 2 Name, Discipline(s), and Pronouns *(Example: Z García, computer science, they/them)*

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Presenter 2 CRLA Level

- [ ] **Not yet certified**
- [ ] **Certified (Level I)**
- [ ] **Advanced (Level 2)**
- [ ] **Master (Level 3)**

Presenter 3 Name, Discipline(s), and Pronouns *(Example: Bia Mwangi, ESL and writing, she/her)*

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Presenter 3 CRLA Level

- [ ] **Not yet certified**
- [ ] **Certified (Level I)**
- [ ] **Advanced (Level 2)**
- [ ] **Master (Level 3)**

Presenter 4 Name, Discipline(s), and Pronouns *(Example: Alex Seo, chemistry and psychology, they/them/she/her)*

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Presenter 4 CRLA Level

- [ ] **Not yet certified**
- [ ] **Certified (Level I)**
- [ ] **Advanced (Level 2)**
- [ ] **Master (Level 3)**

If accepted, this presentation may be scheduled at which of the following time slots? Mark all that apply.

- [ ] **8:50 - 9:40 am PT | 9:50 - 10:40 am MT | 10:50 - 11:40 am CT | 11:50 am - 12:40 pm ET**
- [ ] **9:45 - 10:35 am PT | 10:45 - 11:35 am MT | 11:45 am - 12:35 pm CT | 12:45 - 1:35 pm ET**
- [ ] **11:35 am - 12:25 pm PT | 12:35 - 1:25 pm MT | 1:35 - 2:25 pm CT |2:35 - 3:25 pm ET**
- [ ] **12:30 - 1:20 pm PT | 1:30 - 2:20 pm MT | 2:30 - 3:20 pm CT | 3:30 - 4:20 pm ET**

Presentation Information
Each 50-minute presentation **must include an interactive component**. The time slot includes 5-10 minutes for Q&A and wrap-up.

Presentation Title

_____

Planned format: [ ] Presentation [ ] Group Discussion [ ] Panel [ ] Other

Proposal Description: This should describe both the content and format of the session as well

as the interactive component. Include mention of how the topic connects to the conference

theme. Please limit to 250 words.

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CRLA Training Objectives Addressed in Presentation (Check all that apply.)

- [ ] **Learning Theories in Academic Support Services**
- [ ] **Conducting a Successful Session**
- [ ] **Role of the Tutor**
- [ ] **Time Management for Tutors and Tutees**
- [ ] **Tutoring Do's and Don'ts**
- [ ] **Active Listening and Responding**
- [ ] **Use of Graphic Organizers**
- [ ] **Communication Styles**
- [ ] **Professional Ethics**
- [ ] **Modeling Problem-Solving**
- [ ] **Question-Asking Strategies**
- [ ] **Advanced Study Skills**
- [ ] **Goal-Setting and Planning**
- [ ] **None**
- [ ] **Other (specify) _____**

What do you expect your audience to learn from participating in your session? Please limit to 75 words.

_____

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Which interactive tool(s) will you incorporate in your session? Check all that apply.

[ ] Bingo Maker   [ ] Breakout room activities
[ ] Jamboard   [ ] Kahoot!
[ ] Padlet   [ ] Poll Everywhere
[ ] Scribbl.io   [ ] Quizlet
[ ] Other (specify) _____

I acknowledge that if this proposal is accepted, I or a co-presenter must attend a one-hour tech run-through session on October 18, 2024 or I/we will forfeit the opportunity to present.

Agree

Which tech run-through session time(s) are you or a co-presenter available to attend on October 18, 2024? Check all that apply. You will only need to attend one; You will receive a calendar invite.

[ ] 9am PT | 10am MT | 11am CT | 12pm ET
[ ] 10am PT | 11am MT | 12pm CT | 1pm ET
[ ] 11am PT | 12pm MT | 1pm CT | 2pm ET
[ ] none of these times work for me or a co-presenter

Thank you! We look forward to learning with and from you!

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