**CTRL Tutor Evaluation Program**

**What is it?**

The CTRL tutor evaluation program is a student and faculty initiative at the CTRL designed to provide the opportunity to help us determine the strengths and weaknesses of the program. There are two components to the evaluation process:

1) A self-evaluation form filled out annually by EVERY tutor
2) A tutor evaluation form filled out by AT LEAST 3 clients per tutor

**Why was it created?**

This process of evaluation will allow us to answer questions such as: How well does our training prepare tutors for their work? What are the needs and experiences of clients? What changes can we make to improve the program? All these questions and many more will provide key insight into how the program can be adapted to continually improve its effectiveness. The information from client evaluations can also be used in letters of recommendation for language tutors who might be looking for future work in education or a related field.

**How does it work?**

The self-evaluation and client forms will be sent to you ELECTRONICALLY. It is your job to fill out the self-evaluation and email the client evaluation form to EVERYONE you tutored during the semester to ensure that you receive at least three evaluations.