Apprentice Facilitator Role

Who can be an apprentice facilitator?
- People who have applied for SLA facilitator positions and:
  - meet all the SLA facilitator requirements
  - have been interviewed (for the purpose of becoming a facilitator)
  - have been offered an apprentice facilitator position

What is the difference between an apprentice facilitator and a tutor?
- Responsibilities and functions (beyond the tutor role):
  - review materials/concepts prior to workshop
  - develop student awareness habits
  - promote collaborative learning environments
  - conduct brief, end-of-day, workshop reviews with main facilitator (as needed)
  - attend planning and review sessions with main facilitator
  - act as a “substitute” facilitator in the absence of the assigned facilitator for various subject matter related workshops (as needed)
- Pre-facilitator training (with stipend):
  - SLA history and approach
  - SLA policies and procedures
  - facilitation skills
  - skills integration (study, notes, tests, memory, disabilities, etc.)
  - administrative details
  - conducting workshops
  - conflict resolution
- On-the-job training:
  - maintain workshop attendance policies (not just taking attendance)
  - enforce workshop rules
  - attend some lectures (as assigned)
  - brief group presentations (as assigned)
  - present workshop materials (as assigned)
  - responsible for tracking and enhancement of specific skills (as assigned)
  - assist students in understanding course material
  - exposure to working with course faculty

What are the goals of apprentice facilitation?
- To mentor individuals who will become SLA facilitators upon successful completion of the apprenticeship experience.
- To allow potential facilitators the opportunity to practice skills before conducting workshops individually.
- To observe the apprentice facilitator before assigning him/her to a workshop.
- To give potential facilitators the opportunity for more exposure to the workshops before they decide to accept the responsibility of a workshop (more informed decisions).