

## Instructions on how to register for a coaching time

Please read through the site descriptions to learn what each site is like. Afterwards, examine the tables that follow to determine which time slot and site best suits you. After completing these things, follow the prompts on the website to register for a particular time. If you encounter any problems during this process, please contact your SHINE coordinator ([shine@hamilton.edu](mailto:shine@hamilton.edu), x4879 or [shine@utica.edu](mailto:shine@utica.edu)).

### **Site Descriptions:**

Read about the sites in Utica where SHINE volunteers may go and see which sites appeal to you most..

#### **Adult Learning Center**

Location: Upstairs from the Mohawk Valley Resource Center for Refugees (by Oneida Square), part of Utica Public Schools

Teachers: Jennifer Hale, David Strauss, Shannon Vogelaar, Chris Inserra, John Humphrey, Diane Murray

Learners: The Adult Learning Center has four full classrooms of students every morning and afternoon, providing learners with instruction on spoken and written English, acculturation, and health literacy. Learners vary greatly in their abilities: from recently immigrated individuals who are just beginning to learn English, to proficient English speakers who are simply honing communication skills. Generally, student volunteers work in classrooms with small groups of students or assist teachers in leading class activities. The group here is very diverse and is often comprised of learners referred from the Refugee Center.

#### **BOCES**

Location: East Utica, at Elizabeth St and Second St.

Teachers: Carola Zavalidroga and Bob Schaffer

Learners: BOCES is an adult education center and trade school in Utica. Learners that attend BOCES range in level from beginner to quite advanced, although the population here tends to be more proficient than the ALC. Bob and Carola tend to pair ESOL coaches from Utica and Hamilton with one or two learners and send the group into another room for more individualized tutoring. This is usually done either with learners that are new to the classes or learners that need to work at a particular (slow or rapid) pace.

#### **Matt Apartments**

Location: near Mohawk Valley Community College, at a site provided by Utica Municipal Housing Authority

Teachers: Eileen Nanna, Mirijana Dizdarev

Learners: Classes at Matt Apartments tend to be smaller and student volunteers work individually with learners or in small groups. Learners are from Russia or former Soviet countries and about half are elderly individuals. This site is much smaller than the two described above.

**MVLA (Mohawk Valley Latino Association):**

Location: Second floor of the Refugee Center

Teachers: various

Learners: This class is comprised entirely of native Spanish speakers with varying levels of English proficiency. MVLA is an organization that is quite active in the community, frequently hosting cultural events in Utica and the surrounding area.

**Site Development**

(volunteer option, not for people participating through a course)

If you're interested in exploring the community and developing new projects and programs in Utica, this is the option for you. Many immigrant and refugee groups are currently not engaged in English or citizenship classes in the community, thus their participation in the community, and their ability to reap the benefits of living in the United States, is limited. If you're interested in hanging out in Utica at places like the mosque, the Slavic Pentecostal church, or the housing projects in attempts to meet people and provide ESOL / acculturation services, please contact Courtney Johnson at [shine@hamilton.edu](mailto:shine@hamilton.edu) to sign up. Time commitment for this endeavor is very flexible.

**SHINE coaching times:**

Based on the two tables below, please select a day, time and location for which you would like to register. The tables contain the same information, oriented differently. If time is your primary concern in selecting a site, use the first table. On the other hand, if you are more interested in where you coach, please use the second table.

Note: All classes at the Adult Learning Center (ALC), Matt Apartments, and BOCES are ESOL classes. Evening classes on Mondays and Wednesdays include citizenship components.

**Table 1: Coaching Schedule based on Day and Time**

Days available →	Monday	Tuesday	Wednesday	Thursday	Friday
Hours available ↓					
9:00am-11:00am	Matt Apartments	Matt Apartments	Matt Apartments	Matt Apartments	Matt Apartments
9:30am-11:30am	Adult Learning Center	Adult Learning Center	Adult Learning Center	Adult Learning Center	Adult Learning Center
10:00am-12:00am	BOCES / Carolla	BOCES / Carolla	BOCES / Carolla	BOCES / Carolla	BOCES / Carolla
12:45pm-2:45pm	Adult Learning Center	Adult Learning Center	Adult Learning Center	Adult Learning Center	Adult Learning Center
2:00pm-4:00pm	BOCES / Carolla	BOCES / Carolla	BOCES / Carolla	BOCES / Carolla	BOCES / Carolla
4:00pm-6:00pm	BOCES / Bob	No class	BOCES / Bob	No class	BOCES / Bob
6:00pm-8:00pm	MVLA / BOCES (Refugee Center)	No class	MVLA / BOCES (Refugee Center)	No class	No class

**Table 2: Coaching Schedule based on site**

Site	Day	Time
Refugee Center	Monday	9:30am-11:30am
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Monday	12:45pm - 2:45pm
	Tuesday	
	Wednesday	
	Thursday	
Friday		
MVLA / BOCES	Monday	6:00pm-8:00pm
	Wednesday	
BOCES	Monday	10:00am – 12:00pm
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Monday	2:00pm – 4:00pm
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Monday	4:00pm – 6:00pm
	Wednesday	
Friday		
Matt Apartments	Monday	9:00am-11:00am
	Tuesday	
	Wednesday	
	Thursday	
	Friday	