To: Dr. Erika Paterson

From: Aran Chang

Date: July 10, 2020

Subject: English 301 Progress Report for Formal Report

As requested, the following memo details my Progress Report on my project concerning the time-block and tutor pairing management at Pathways to Education. Below you will find two files containing the interview questions and survey sheet.

**Intended Audience**

This report is meant for the virtual tutoring management leader, Brenda Lao, at Pathways to Education.

**Purpose of Report**

The purpose of the report is to suggest a solution to the pairing of volunteer and students in the new online virtual tutoring space. This report will demonstrate the benefits of creating a sign-in system at Pathways to Education. The change will better provide an efficient and successful learning environment for both tutors and students. By using this method, students are able to be matched with the most appropriated tutor for their needs, and the tutors are able to provide aid without losing efficiency or time, figuring out time blocks.

**Significance of Report**

Being part of an organization aimed towards the growth of young children in high school, it is important to provide the best aid possible. Providing an effective and time efficient sign-up program for students will not only better aid in the students’ learning, but also reflect well on the detail to quality that Pathways to Education strives to achieve.

Being a student and a volunteer, I recognized the important of providing adequate and appropriate help to students, without compromising the time of both parties. By allowing the volunteers to choose their time-blocks, based on a sign-in system, they are able to manage their time more effectively, without having to worry about making time available on the spot. Additionally, it is significant for the students, as they are able to better learn from the appropriate tutors, rather than being paired up with a tutor who may not be equipped to aid them.

**Research Plan and Writing Schedule**

July 10 to July 16: Organize interview with Brenda Lao, Melissa Lee and Farrell Docherty. Post survey questions to the staff of Pathways, and ask for permission to send it to the tutors, staff and students at Pathways to Education.

July 22: Conduct interviews and check survey results

July 24: Compile interview and survey results into a compiled document.

August 1: Formal Report Draft Due

August 7: Peer review of Formal Draft Due

August 10 to August 15: Revise formal report based on peer review.

August 17: Formal report Due

Thank you very much for your time. I look forward to hearing from you at your earliest convenience.