

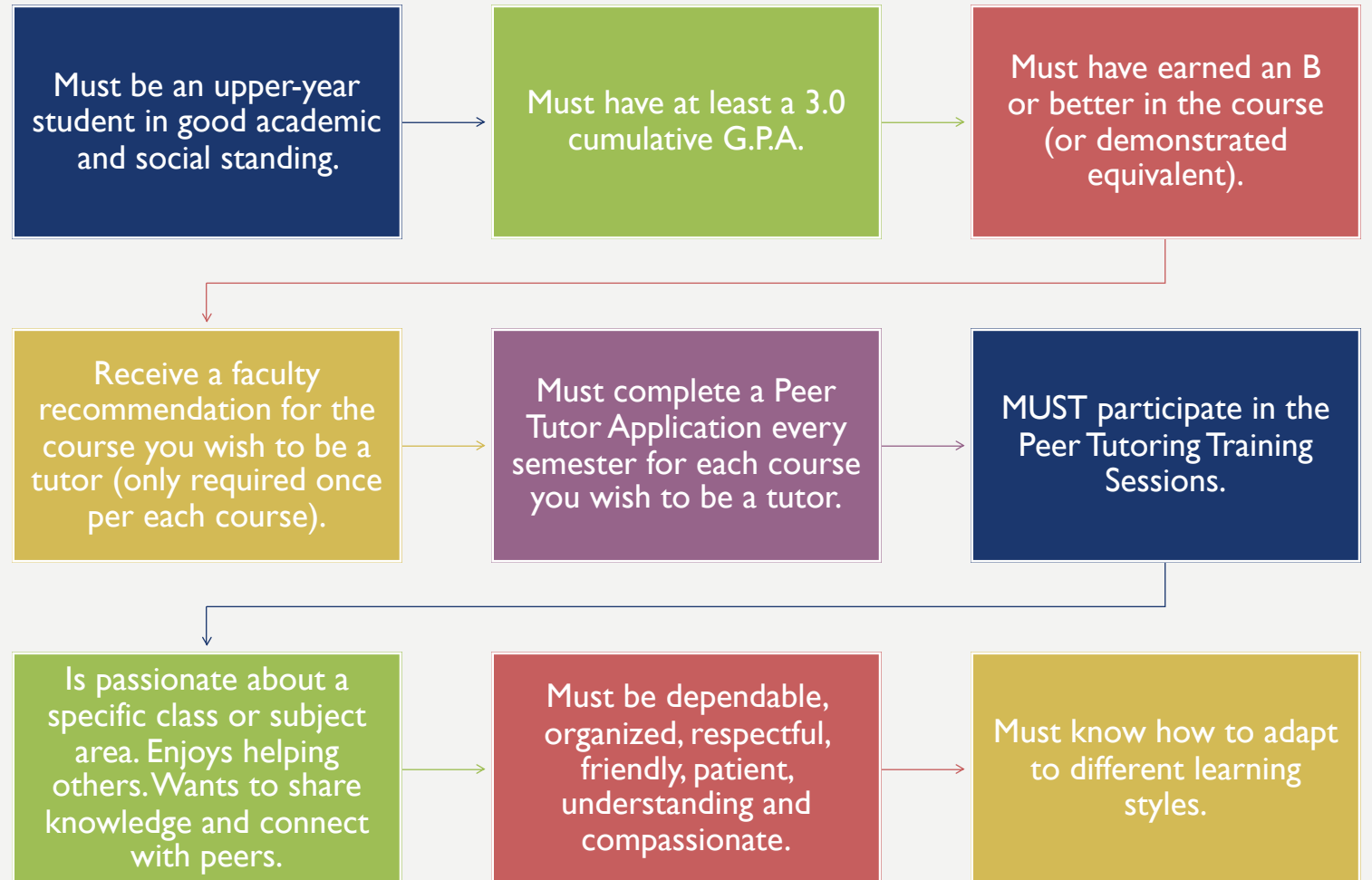
GUIDELINES FOR BECOMING A PEER TUTOR

PEER TUTORING NETWORK

Guidelines Adapted from Wesleyan university – Dean's Peer Tutoring Program



REQUIREMENTS FOR BECOMING A PEER TUTOR



EXPECTATIONS FOR PEER TUTOR



Tutors will maintain the confidentiality of tutees



Peer Tutors are only paid for matches made by the Peer Tutoring NetWork

Tutoring is offered in individual and small groups sessions.



Do not make up an answer if you do not know it!

Assist the student with formulating questions (in writing) to bring to the instructor.

When in doubt, model effective problem solving skills for the student.



Peer Tutors do not do homework with students

Your role is to help students understand the concepts behind problems, and the process of solving problems.

Do NOT solve the problem directly for the student.

Do NOT assist students with work on take-home exams or problem sets.

****If you are working with a student that is experiencing issues you are unable to address, please contact the Peer Tutoring NetWork for assistance.****

YOU ARE NOW A PEER TUTOR! WHAT'S NEXT?!



After receiving your welcome email

Connect with the Faculty Member for the respective course to familiarize yourself with the course material and the Faculty Member's teaching Style. Ask questions! What is acceptable? What is not?

Familiarize yourself with campus resources

Attend the Peer Tutor Training sessions

Regularly check for updates and new posts with additional information and ongoing training opportunities.



Wait for an email with match information



In-person training opportunities are available throughout the semester

Check your email for ongoing trainings. This is a great way to meet other tutors.

RSVP if you would like to attend!

YOU'VE BEEN MATCHED! NOW WHAT?!



Once a match is made, it is expected for the tutor to reach out to the student(s) to confirm the date, time, and location for the sessions.

If a student does not confirm or attend the tutoring session, notify the Peer Tutoring NetWork immediately so both you and the student can be re-matched.

You are EXPECTED to maintain communication throughout the semester.

You are EXPECTED to maintain the confidentiality of the student(s) you work with.



You, and the student, will receive a survey by email approximately three weeks after receiving a match

The information from the survey is valuable for improving Peer Tutor trainings and tutor matches

Results are not shared with your tutees

You do not need to wait for the survey if there is a question or issue with your match, please contact the Peer Tutoring NetWork for assistance

EXPECTATIONS FOR TUTORING SESSIONS



At The First Meeting

Ask the student(s) what they want to get out of the meetings.

Make sure you have a consensus on the goals for the tutoring sessions, and can meet the needs of the student(s).

Confirm the general session schedule (days, times, locations).

Clarify the best contact information for both of you.



Follow-Up Meetings

Be on time for every session!

If you must cancel a session, give as much advance notice as possible (preferably 24 hours)

Set clear goals at the beginning of each session

At the end of each session, review what you have covered, address the tutees' next steps and specify study goals, and confirm the next session.



After Each Meeting

Timecards must be submitted after each session.

Notes must be submitted (including the names of all attendees) for each session in order to be paid.

The Peer Tutoring NetWork Page has information on submitting your notes and time card.



Maintain Academic Integrity At ALL TIMES

Do NOT solve homework problems for the student(s).

The focus should be on course concepts and problem solving methods.

Do NOT assist the student(s) with take-home exams or problem sets.

Discuss with the student if they have spoken with their Professor about how they should work with you.

Improper assistance is a violation of the Honor Code; for more information on the Honor Code, refer to the Student Handbook, or speak with your Nest Dean.

IMPORTANT INFORMATION FOR YOU!



If a student seems to be experiencing problems, which you feel is not covered by the kind of course content instruction you can provide, please contact the **Peer Tutoring NetWork** for assistance.



If you or a student feel the arrangement is not working, either of you can contact the **Peer Tutoring NetWork** for reassignment at any time.



Check the Peer Tutoring NetWork Moodle Page Often

Information is provided on tutoring, timecards, and the Peer Tutoring NetWork.

Resources are available for you as a Peer Tutor.

Additional training materials are available to assist you with tutoring sessions.