

# GUIDELINES FOR REQUESTING A PEER TUTOR

PEER TUTORING NETWORK

*Guidelines Adapted from Wesleyan university - Dean's Peer Tutoring Program*



# ARE YOU STRUGGLING ACADEMICALLY

## Discuss

Connect with your Professor first. Faculty members are available to meet with students during weekly office hours. These hours are noted on your syllabus.

## Utilize ALL Resources

Utilize your Teaching Assistant (T.A.), Supplementary Instruction sessions (S.I.), and/or study groups if these resources are connected to the course. These resources offer opportunities for you to ask questions and gain a better understanding of the course material.

## Still Struggling? Request A Peer Tutor

If you have utilized the resources mentioned above and you are still in need of guidance, please complete and submit a request for a tutor.

# When REQUESTING A PEER TUTOR



## Discuss

Discuss your request for a tutor with your Professor.

Clarify the specific areas you are struggling with.

Your Professor can clarify the ways in which a Peer Tutor can be most helpful.



## Complete and Submit

Complete and Submit the Request A Peer Tutor Form online.

You must submit additional requests if you are in need of a Peer Tutor for more than one class.



## Access

Access additional resources while you wait to be matched with a Peer Tutor.



## Wait

Allow 3-5 business days for your request to be processed.

Once processed, you will receive an email with information about your Peer Tutor. Keep an eye out!

*\*We may not be able to fulfill all peer tutoring requests because tutors may not be available in all courses.\**

# You've been Matched! Now What?!



**Once a match is made, you will receive confirmation of the meeting times and location from the tutor.**

YOU are expected to maintain communication with your Peer Tutor.

Send your Peer Tutor an email response to confirm the day and time for your session.

If you are unable to attend the scheduled session, notify your Peer Tutor and the Peer Tutoring NetWork immediately so you can be re-matched.



**Students may be approved for up to 3 hours per week per course**



**You, and the tutor, 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 for matching Peer Tutors with students in need.

Results are not shared with Peer Tutors.

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 Working With Your Peer Tutor



**Tutoring is a supplement to other academic resources.**

It is NOT a substitute for attending class, TA sessions, or visiting your professors' office hours.



**Tutors do not do your homework**

Peer Tutors help you understand the concepts behind problems, and/or the process of solving problems.

Peer tutors will not assist you with work on take-home exams or problem sets.



**As a result of meeting with a tutor, you should expect to:**

Work hard

Improve your skills and understanding of class material.

Increase your comfort level with course material.



**Be patient – you will not see results right away!**

You should NOT expect:

A sudden improvement in your GPA

An answer to everything in the class

A homework solving session – come prepared with specific questions!

***\*If you are experiencing issues that your tutor is unable to address, please contact the Dean of Students Office.\****

# Expectations For Your Tutoring Session



## At Your First Meeting

Identify what you want to get out of the sessions.

There must be a consensus between you and your Peer Tutor on the goals for the tutoring sessions.

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

Clarify the best contact information for both of you.



## Follow-Up Meetings

Commit to attend all scheduled sessions.

Come prepared with specific questions for your Peer Tutor to address.

Bring all relevant materials (text books, syllabus, notes, etc.).

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 learned, clarify your next steps and study goals, and schedule the next session.



## Maintain Academic Integrity At ALL TIMES

Peer Tutors will not solve homework problems directly! They will **ONLY** focus on course concepts and problem solving methods.

Peer Tutors will **NOT** assist with problems on take-home exams or problem sets.

Speak with your Professors about guidelines they may have regarding how you should work with your Peer Tutor.

Improper assistance is a violation of the Honor Code. Please refer to the Student Handbook or speak with your Nest Team for more information.