

Guidelines for Students Receiving Tutoring

Once your Request for Tutoring application is completed, approved and your fee is paid you are entitled to receive up to 10 hours of tutoring in the subjects your faculty has signed for.

You may request additional hours with a \$10.00 fee applicable for every 10 hours of tutoring you receive.

You may not exceed the number of class hours with tutoring hours. (ie. 3 hours of a class per week equals a maximum of 3 hours of tutoring per week in that subject)

All peer tutors must be registered and approved by the Student Success Centre office in order to be paid for tutoring services.

We will not "back pay" a tutor for hours worked prior to them being approved.

Please note that you will need to sign the pay sheet issued to your peer tutor to verify the hours they have spent tutoring you.

Overview

Peer Tutoring Process:

Once a Tutoring match has been made, you are responsible for contacting your tutor in order to set up tutoring sessions that best fit both of your schedules. Once you complete the application and pay your fee, you will receive an email introducing you to your tutor and providing you with their email address.

Where will I be tutored?

- Preferably at the school
- Cafeteria if quiet
- Library
- Student lounge

**** We strongly discourage going to someone's home****

What do I do if I have a problem?

- Bring the problem to the attention of the peer tutor administrator at your campus. They matched you with your tutor so you should let them know if it's not a good fit; if the tutor is frequently late or doesn't show up. We can't help to solve a problem if we don't know about it!

Your Role:

- Be on time for your appointments
- Give at least **24 hours' notice if you have to cancel** multiple cancellations or no-shows may result in the administrator dismissing your tutor
- Be prepared for your tutoring sessions - Bring all necessary materials and books, have questions and concerns ready
- Have each other's phone numbers in case of changes in plans
- Be committed to learning
- Be open to new ideas and new approaches to learning

The Tutor's Role:

- The tutor is there to assist and help students in subjects related to his or her program course
- The tutor is there to help you determine where you are having trouble and to help you understand the methods and concepts involved
- You will find your session with the tutor more helpful if you narrow your questions in advance - a question you can't do, or a concept you don't understand
- Recognize that the tutor is your peer, not an instructor. There may be topics in your course that lie beyond the tutor's expertise. When this occurs and if time permits, the tutor may be able to read and work through the section with you.
- The tutor is not there to do the work for you!! It is your work to do.
- **Remember that tutors are students as well and have their own commitments to assignments and homework. Please respect your tutor's time.**

****Your instructors are available to meet with you, and help you understand. Consult your instructor for office hours****

What will I do during the session?

- The first session will probably be used to establish where the difficulty lies
- Identify your strengths and weaknesses to your tutor. This will help your tutor to help you with your course material
- Begin each new session by reviewing previous week's work
- State your questions and difficulties that you are having at the start of the tutoring session - This will help the tutor to tailor the session to your immediate concerns

- After explaining your understanding of the task or problem, work with your tutor to find solutions and methods to best solve problems
- Work on teacher given assignments and extra assignments you may have prepared

What Next...

- Learn how information from class, tutoring and resources are linked
- Decide whether you need to return for another session, and if so, confirm the date and time
- Contact your tutor before tests and exams to review course material
- End session on a positive note - remember to always thank your tutor for their help and their time