



By signing up to be a tutor, you are in no way committing yourself to working the total number of hours you indicate that you are available.

All you are doing at this point is letting the Student Success Center know what courses you are qualified to tutor and what hours you could be available to tutor. When the Student Success Center gets an application form from a student who needs help in a course you are qualified to tutor and whose schedule seems to match yours, the Student Success Center will contact you and find out if you are interested in taking on that responsibility.

1. It will be up to you, after that point, to work out a schedule of when you are going to meet the student. Sessions should usually last no longer than an hour at a time; after an hour's time, the student usually needs to be free to work on his/her own!
2. You can meet with a student as often as necessary, provided you do not accumulate more hours than your individual contract with that student stipulates. Normally, sessions are limited to an hour at a time, and there are limitations on the number of hours that can be accumulated in any one week as well as in the quarter as a whole.
3. Tutoring rooms have been set up to allow you and the students you are working with some measure of privacy and quiet within which to work. Unless otherwise approved, tutoring will take place in these rooms.
4. You will be responsible for scheduling the tutoring rooms, with the Student Success Center, for the times that you and the student agree to meet. Should any last-minute changes come up, you are also responsible for working out any of the arrangements necessary to accommodate both your schedule and that of the student you are working with.
5. Your home phone number will not be given out by the Student Success Center to students seeking assistance. However, once you agree to work with a student, it is a good idea for you and that student to exchange phone numbers so that you two can deal with any scheduling changes directly. If you don't feel comfortable giving out your home phone number or if the student you are assigned to work with doesn't have a home phone number, the Student Success Center can facilitate that communication.
6. While talking to the student's instructor in order to better understand just what a student might be having trouble with is not required, you are encouraged to talk directly to the student's instructor if you think it would help you perform your tutoring responsibilities more effectively. If you don't know the instructor but would like to talk to him or her, the Student Success Center can help arrange that.
7. Tutor training (VCR) tapes are available in the Student Success Center, and you are encouraged to make use of them. Once you are assigned to work with a student, the Student Success Center will pay you for an hour of viewing time, provided you watch the first four tapes. The tapes can be reviewed at any time that you might find them helpful; however, you will be paid only once.
8. Anytime that you have a question, either about a particular student you have been assigned to work with or about your responsibilities as a peer tutor, you should feel free to stop in and talk with the Peer Tutoring Program Coordinator. We, in the Student Success Center, are here to help you in your efforts to help fellow students. If we can assist in any way, please don't hesitate to let us know!

(form 14-73b)