



LARGE GROUP TUTOR EXPECTATIONS AND CHECKLIST:

Before Tutoring:

- ✓ Fill out Appointment Packet and Payroll Justification and return to Human Resource Office (217 Bray).
- ✓ Complete any other needed Human Resource Paperwork.
- ✓ Notify the Peer Tutor Coordinator of any equipment or special needs that you will need for your session.
- ✓ The first week of school, schedule an appointment with the course professor to:
 - Introduce yourself
 - Get a copy of the course syllabus
 - Inform her/him when and where your tutoring session is
 - Request that s/he advertises your session in class
 - Find out other needed course information that will help you
 - Complete the Faculty Tutor Interaction Confirmation Form and turn into the Academic Success Center (ASC)

During Tutoring:

- ✓ Use the Academic Success Center as a place to hold your tutoring sessions.
- ✓ Have all students in attendance sign the *Group Tutoring Report* sheet
 - **Without this attendance sheet you will not get paid!**
 - More *Group Tutoring Report* sheets are available in the ASC.
- ✓ If possible, make a class announcement at the beginning or end of a class stating:
 - Who you are
 - What time and where your group session meets
 - What students should bring with them to your sessions (i.e. questions, notes)
- ✓ Every two weeks, fill out a **Green** Payroll Time Sheet and turn it into the ASC with all required paperwork (extra Time Sheets are available outside of Payroll Office)
- ✓ Be sure to fill out time sheet correctly and hand it in **ON TIME** or you will not get paid!
- ✓ Maintain contact throughout the semester with the professor:
 - Find out what students are having trouble with.
 - Inform her/him of the common questions/problems you see.
 - Find out what topics the professor is covering so you are prepared when students ask you questions.
 - Determine when exams and quizzes are and what will be covered. Be prepared for a large turnout the week of an exam or quiz.
- ✓ Notify Peer Tutor Coordinator of any problems you are having or if there is anything that can make tutoring easier for you.