LARGE GROUP TUTOR EXPECTATIONS AND CHECKLIST:

Before Tutoring:
- 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.

Last revised: 8/2009