



SMALL GROUP/INDIVIDUAL TUTORS 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.
- ✓ Establish a relationship with professor for the course you are tutoring.
 - Introduce yourself
 - Get a copy of the course syllabus
 - 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).
- ✓ Confirm with your tutee(s) your meeting place and time. If you don't know them, tell them specifically where you will meet them so they can easily find you. Utilize 109 Moon as an initial meeting place.

During Tutoring:

- ✓ Meet your tutees at your designated meeting time and location. Don't Be Late!
- ✓ If your tutee fails to show up without prior notifying you, send them an e-mail asking them what happened and confirm your meeting time and place for the next session.
 - Notify the Peer Tutor Coordinator if it becomes an inconvenience.
 - If this becomes a trend, your tutee will lose their tutoring privileges for the semester.
 - This same policy applies to you as a tutor.
- ✓ During your first meeting, the tutor and each Tutee must fill out the *Tutorial Service Agreement* form and turn it into the Academic Success Center.
 - Note any changes in meeting place or time on this form. If you change your meeting time and place after you turn in this form, please notify the Tutor Coordinator.
 - **Do not split up small group assignments without prior approval!**
- ✓ Complete the *Tutor Progress Report* Form for each tutee, every session. **Without this report sheet for each tutee you will not get paid!**
- ✓ Extra Tutoring forms are available in 109 Moon or online at www.esf.edu/tutoring
- ✓ Every two weeks, fill out a **Green** Payroll Time Sheet and turn it into the Academic Success Center 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!
 - Tutor Progress Reports must accompany time sheet to get paid.
- ✓ Notify Peer Tutor Coordinator of any problems you are having or if there is anything that can make tutoring easier for you.