Essential Job Expectations and Responsibilities

To be successful mentors, all CTLR tutors receive guidance and training in best practices for peer-assisted learning. Your supervisor will give you more information about the training schedule and requirements for tutoring in your discipline.

This handout describes the overall expectations and required procedures of the two types of CTLR peer tutors: drop-in tutoring session leaders, and one-on-one tutors.

**Drop-in tutoring/study group leaders:**

1. **It is your responsibility to attend every tutoring session.** At the start of the semester, look over your course syllabi and determine if you will have any unavoidable conflicts (e.g., a test scheduled in the evening.) Given plenty of advance warning, we will be able to arrange coverage for the session. If an emergency prevents you from attending, here is the procedure to follow:
   a. **If there is a designated alternate tutor,** contact this student directly. (By definition, a designated alternate is supposed to be available.)
   b. **If there is no designated alternate,** contact either Elizabeth Clark (math tutors) or Jeanne Albert (all other tutors) as soon as possible so that he/she can find a substitute tutor.

2. So students can sign-in (see below), you will need to run your session in a room with a computer, or else be sure to bring a laptop to every session. (If you would like assistance locating a room with a computer, let me know.) Plan to arrive five minutes early, or enough in advance so you have time to start up the computer and are otherwise ready to go right at the start of your session.

3. **Make sure that the online student sign-in form is displayed** so students may sign in when they arrive. **Sign-in forms are available at** [go/tutorforms](#) — the links are at the bottom of the page. You may want to post a notice and/or other information so students will know what to do even if you are busy. Remember: all students must sign in when they arrive at the session. If you don’t see a student sign in, please ask the student to do so.

4. **Remain at your session for the entire scheduled period,** even if no students arrive. You will be paid for the entire session regardless of the number of students who attend.

5. **Complete and submit the appropriate online Peer Tutor form immediately after your session ends** (also available at [go/tutorforms](#).)
One-on-one tutors:

One-on-one tutors do not have regular hours during the semester. If a student requests a one-on-one CTLR tutor and is approved, we will contact you to see if you are available. Here is an overview of the process:

1. ⇒ CTLR will email you with information about the request for tutoring, including the student’s name and email, the course/discipline, and other requests or details (e.g., the material that is unclear to the student.)
   ⇒ You will be asked to confirm your availability by return email; please do so as soon as possible. If you accept the assignment, you will then contact the student directly, also as soon as possible.
   ⇒ You and the student will arrange one or more times to meet. You may continue to meet with this student for the remainder of the semester, but please let us know if the student wants to meet more than two hours per week.
   ⇒ If you have trouble setting up the appointment, or if the student repeatedly doesn’t show up for scheduled meetings, please contact CTLR right away.

2. If a student requests tutoring from you directly, you must refer them to CTLR so that we can collect important information and better understand the student’s needs. In order to manage our resources—whether our tutors’ time or our financial resources—we cannot always grant requests for one-on-one tutoring.

3. Be sure to meet with the student in a public and appropriate place (for example, somewhere that isn’t too noisy.) Please do not meet in a dorm room.

4. The first time you meet, the student will have to complete the online form for one-on-one tutoring, either on a computer or other device, at the beginning of your session.
   ⇒ If you continue to meet on a regular basis (say, once or twice per week), the student does not need to sign in again.
   ⇒ If you do not meet on a regular basis, but do meet again with this student sometime later in the semester, the student should sign in.

5. Complete and submit the One-on-one Peer Tutoring form immediately after your session ends. (Both forms are available at [go/tutorforms](#).)

Additional information:

• We cannot guarantee that you will work a certain minimum number of hours during the semester.

• By signing up as a CTLR tutor, you have indicated that you are available to tutor for at least two hours per week. However, you are never required to accept a given tutoring request. In particular, you should not accept a tutoring assignment if it will undermine your own academic success.