Welcome to the Peer Tutoring Program!

As a successful student you probably already know that much of the learning process takes place outside of the classroom. As a peer tutor you will play a critical role in this part of the educational experience of your fellow Middlebury students. Moreover, you will undoubtedly learn more about your subject—and yourself!

This handout provides an overview of policies and procedures for CTLR math, computer science, science, social science, and logic peer tutors at Middlebury. In it you will find information about

• Documents and forms you’ll need before you may begin working as a tutor
• Record-keeping and reporting: when, where, how, and by whom
• Receiving your paycheck (Banner)

Documents you’ll need before you may begin working at Middlebury

Required Legal Forms
All students are required to complete both an I-9 (proof of citizenship) and a W-4 (federal tax withholding) in the Student Employment Office (SEO) which is on the 2nd floor of the Service Building. You will only need to fill out these forms once during your time at Middlebury. After the forms are processed you will be issued a student employment card.

Be sure to bring the following documents with you to the SEO:

U.S. Citizens: Bring 1, 2, or 3

1. A valid passport
2. A picture ID and your Social Security card
3. A picture ID and your birth certificate or a certified copy

International Students: Bring 1, 2, and 3 (or contact the SEO if you have questions)

1. A valid passport
2. I-94 form (usually will be stapled to your passport upon entry)
3. I-20 form
Documents you’ll need to submit before you can work as a CTLR Peer Tutor

**Student Payroll Authorization**

After the Peer Tutor Information Meeting, I will send you a link to the online Tutor Registration and Approval form. All new CTLR tutors and all returning tutors who will be tutoring a new subject must submit the form. Please complete it as soon as possible.

**Faculty Recommendation**

Many CTLR math, science, social science, and logic Peer Tutors come to us through a recommendation by a professor. If you have not already received such a recommendation you must obtain one from a professor who knows your work. Please ask the professor to send a brief reference (via email) to Jeanne Albert (jalbert). (If you are not sure if you’ve been recommended already, please talk to Jeanne.)

**Required online record-keeping**

On the next two pages there are copies of two online forms: one for students to use when they attend a tutoring session, and one for tutors to fill out at the end of their session. The hard-copy versions are for illustration purposes only—the forms are only to be used online.

**How and when to use the Peer Tutor online forms**

Links to the appropriate peer tutoring forms are available at go/qtutors and go/tutorforms—there are separate forms for each discipline and for one-on-one tutoring. Tutors who run drop-in sessions will need to bring a computer to all tutoring sessions, unless one is already available in the room where the session meets.

**Procedures for students attending a tutoring session:**

▷ **Students should complete the sign-in log** when they arrive at the session.

▷ Ask students to return to the sign-in screen after they’ve submitted a form, so it is ready for the next student who comes to the session.

▷ If you anticipate a large group of students, please post a sign that explains the sign-in procedure.

*If for some reason you are unable to use the student sign-in form, please take students’ names and email the list to ctlr at the end of the session.*

**Procedures for Peer Tutors:**

▷ **Peer Tutors should complete the appropriate Tutor log** immediately following the end of the session. For the system to run smoothly, this is extremely important.

▷ For your convenience I have provided a link from the form directly to the Banner sign-in page. Please enter your hours as soon as possible after finishing your session.
ECON Tutor Sign-in Log

This form is for ECON and Stats peer tutors to record information from drop-in tutoring sessions. You should enter all information at the end of your session. For one-on-one tutoring, please use the 1-1 Peer Tutor Sign-in Log (at gettutors.form). 

After you submit the form, look in the dialog box for the direct link to enter your Banner hours. Thanks!

* Required

Peer Tutor ID Number *
(eight digits)

First Name *
As listed in Banner

Last Name *
As listed in Banner

Meeting Location *

Course *
Check all that apply for this session:

- ECON 0150 (Intro Macroeconomics)
- ECON 0155 (Intro Microeconomics)
- ECON 0210 (Economic Statistics)
- ECON 0211 (Regression Analysis)
- ECON 0250 (Macroeconomic Theory)
- ECON 0255 (Microeconomic Theory)
- Stats
- Other

Please rate the level of activity for this session. *
- No students came to the session
- Light activity: 1 to 5 students came to the session
- Moderate activity: 6 to 10 students came to the session
- High activity: 11 to 15 students came to this session
- Very high activity: 16 or more students came to this session

Comments *
Please enter any observations you have about this session, including topics covered.

How long was this session? *
Please enter the number of hours (e.g., 1, 1.25, 1.5)

Are you completing this form at the end of the tutoring session? *
- yes
- no

If you answered "no" to the previous question, enter (below) the date and time of the session.

In the future, please complete the form at the end of the session.

Date of the session:
Use this format: dmmm-yy. Examples: 7-MAR-12; 25-APR-12.

Time of the session:
Examples: 10 to 11 a.m; 7 to 8:30 p.m
Tutoring sign-in: math

This form is for students who attend a math drop-in tutoring session. Please enter all information before you begin the session. Thanks!

* Required

Student ID Number *
(eight digits)

First Name *

Last Name *

Course *
Select one of the options or chose "other" and enter the course name and/or number

☐ MATH 0121 (Calculus I)
☐ MATH 0122 (Calculus II)
☐ MATH 0200 (Linear Algebra)
☐ Other:

Primary reason(s) for attending this session *
check all that apply

☐ to receive help with homework
☐ to receive help studying for a quiz or test
☐ to clarify concepts from class and/or readings
☐ to work with other students
☐ Other:

What topic(s) would you like to discuss?

Submit
**Entering your hours on Banner**

Here is a quick overview of the process:

Access to your time sheet is through BannerWeb, and you will have a separate pay line for each job at Middlebury, including different tutoring subjects. The time sheet lists a single, two-week pay period over two pages (one week per page.) For each day there is a box to enter the number of hours worked.

You may begin reporting your hours once you have completed the I-9 and W-4 forms and after the Student Employment Office has processed the information from the Registration and Approval form. You may enter hours online as soon as you finish your shift; be sure to click the save button before you exit the time entry page. *After you have completed all the hours for the given pay period,* click the submit button. **Remember: do not submit your hours until your work for the entire two-week pay period is completed.**

Once your hours have been submitted, you cannot enter more hours or make changes. If you have prematurely submitted your hours and I have not yet approved them, contact me and I can return your time sheet for correction. **You must submit your hours by the Monday following the end of the pay period so that I can approve your hours by the Tuesday noon deadline.** If you have completed your tax forms and submitted your Payroll Authorization Form and still cannot access your website or timesheet, call the Student Employment Office at x5377 for help.

**Pay Periods**

Each pay period covers two weeks and runs from Monday through Sunday. Paychecks are distributed on Fridays. Please see the last page of this handout for the pay schedule. (If you want the checks deposited directly into a bank account, contact the Student Employment Office.)

**SO let’s review**

1. **To begin working at Middlebury** you’ll need to bring the appropriate documents to the Student Employment Office and get your student employment card (see page 1.)

2. **To begin work as a tutor** you’ll need to submit payroll information via the *Tutor Registration and Approval* form and make sure that a faculty member has recommended you (see page 2.)

3. Make sure there is a computer at each tutoring session and that you can access both the *student sign-in log* and the *Peer Tutor log* for your discipline (or for one-on-one tutoring.) Students attending sessions should sign-in when they arrive; tutors should complete the Peer Tutor form at the end of the session (see page 2.)

4. You may **enter your hours on Banner** as soon as your tutoring session is complete. Be sure to save these hours before exiting (see above.)

5. Once you have entered all your hours for a given pay period, **be sure to hit “submit”** (see above.)
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<th>First Day of Pay Period (Monday)</th>
<th>Last Day of Pay Period (Sunday)</th>
<th>Final deadline to submit time (Monday)</th>
<th>Date Pay Check Issued (Friday)</th>
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Questions? Email or call Jeanne at jalbert, x2220, or call CTLR at x3131.