To be successful mentors, all CTLR tutors receive guidance and training in effective 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: guided study session leaders and one-on-one tutors.

### Guided study session leaders

1. Guided study sessions are available to students on a drop-in basis for a wide range of (mostly introductory) courses. **It is the responsibility of the session leader(s) 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 session leader,** contact this student directly. (By definition, a designated alternate is supposed to be available.) Once the alternate is confirmed, **send the updated schedule information to Jeanne.**

   b. **If there is no designated alternate,** contact either Eduardo Alejandro (calculus), Alaa Abdelfattah (economics) or Jeanne Albert (all other subjects) as soon as possible so that s/he can try to find a substitute.

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,** (or at some point during the session.) If you don’t see a student sign in, please ask the student to do so.

6. **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.

7. **Complete and submit the appropriate online Peer Tutor form (for your discipline) immediately after your session ends** (also available at go/tutorforms).
One-on-one tutors meet with students by appointment. If a student requests a one-on-one CTLR tutor (and has the necessary referral, as appropriate) we will contact you to set up the tutoring assignment. Here is an overview of the process:

1. **CTRL will email you with information about the request for tutoring**, including the student's name and email address, 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**, or in any event within **24 hours**. 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. **In general, 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. Note: for one-on-one tutoring, students in CHEM courses, Calculus I&II, and ECON courses need a referral from a campus professional (usually their professor).

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 residence hall private room**.

4. **The first time you meet**, ask the student to complete the online form for one-on-one tutoring, either on a computer or other device. (The student should fill it out any time before the session ends.) There is space on the form to indicate the tutoring subject.
   - **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 again.

5. **Complete and submit the One-on-one Peer Tutoring form immediately after your session ends.** Like the student form, this form is for any discipline. (Both forms are available at [go/tutorforms](#)).

### Additional information

*By signing up as a CTLR peer tutor, you have indicated that you are available to tutor for at least four hours per week.* Your actual number of hours worked may be less than this at some times, or more at other times. **We are grateful for your flexibility**, especially during busy times of the semester, especially the last two to three weeks.