This handout describes the **overall expectations and required procedures for** the two types of STEM, Social Science, and Philosophy peer tutors: guided-study session leaders and individual tutors.

### Guided-study session leaders

Guided-study sessions are available to students on a drop-in basis for a wide range of (mostly introductory) courses.

**1. It is the responsibility of the session leader(s) to attend every tutoring 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 Sadie Dutton (math & chem) or Jeanne (all other subjects) as soon as possible so that we 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.

**3. Plan to arrive five minutes early,** or enough in advance so you have time to set up the sign-in form window and are otherwise ready to go right at the start of your session.

**4. 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](http://go/tutorforms). 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.)

**5. 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.

**6. Complete and submit the appropriate online Peer Tutor form (for your discipline) immediately after your session ends** (also available at [go/tutorforms](http://go/tutorforms)).
Individually scheduled, one-on-one tutors

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. **CTLR 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 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 (such as the last two to three weeks.)