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.

### Drop-in guided study session leaders

Guided-study sessions are available to assist students on a drop-in basis for a wide range of (mostly introductory) courses. They meet at a set time and place each week, and usually start during the second week of the semester.

#### Session Leader Checklist

- Review your semester calendar to identify any unavoidable conflicts with your weekly schedule.

- If you need to find a replacement for a given session, use the following procedure.
  
  a. **If there is a designated alternate session leader (or list of possible alternates),** contact this student/one of these student(s) directly.

  b. **If there is no designated alternate**, contact the appropriate STEM peer tutor supervisor for your course as soon as possible (see below) so that we can try to find a substitute.

    MATH 0121, 0122, 0223: Alec Rogers
    All other courses: Jeanne Albert

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

- If necessary, set up a laptop or other device so students can sign in when they arrive. **Sign-in forms (by discipline)** are available at 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.)

- 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.

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

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:

- **CTLR will email you with information about the request for tutoring**, including the student’s name and email address, the course/discipline, and other request details (e.g., the material that is unclear to the student.)
  
  ⇒ **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.

- If a student requests tutoring from you directly, please ask them to complete the online tutor request form, available via go/ctlrtutoring. Through this process, we 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, sometimes their Dean).**

- Be sure to meet with the student in a public and appropriate place. Please do not meet in a residence hall private room.

- **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 can fill it out any time before the session ends.) There is space on the form to indicate the tutoring subject.

- **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.)