

WESLEYAN  
UNIVERSITY

Student Affairs/Deans' Office  
Peer Tutoring Program

ENROLLMENT PACKET  
FOR  
TUTORS  
AND  
STUDENTS REQUESTING  
A TUTOR

*REVISED OCTOBER, 2008*

# WESLEYAN

U N I V E R S I T Y

## **GUIDELINES FOR TUTORS AND STUDENTS REQUESTING A TUTOR** Wesleyan University Deans' Office Peer Tutoring Program

### Description of program

Peer Tutors provide supplementary course-content instruction for students who request them. Tutors are employed by the University and paid by the Deans' Office. Tutees are self-identified, or are referred to the program by professors, departments and interdisciplinary programs, the tutoring program coordinator, or their class dean.

### Setting up the tutor-tutee relationship

Tutors: Be clear with your tutee about what s/he wants to get out of your tutoring sessions. Make sure you agree on a schedule, and can meet her/his needs.

Come to an understanding about the practical dimensions of your tutoring relationship. At the first session, do the following:

- Define the number of hours. Generally, it should be 1-2 hours/week. More than 2 hours requires approval from your dean or the coordinator in consultation with your dean.
- Define the general meeting schedule.
- Clarify the best contact information for both of you.
- Fill out and sign the Tutoring Agreement Form (attached).

### Guidelines and expectations (Tutor and Tutee)

Be on time for every session. If you must cancel a session, give as much advance notice as possible (preferably 24 hours).

Tutors:

- Practice good listening skills. It may be useful to rephrase the tutee's questions, to ensure that you understand the main point and to give the tutee the opportunity to elaborate on it.
- Be careful not to step outside your area of expertise. When in doubt, ask the professor. Don't make up an answer if you don't know it.
- Help your tutee understand the concepts behind a problem, or the process of solving it, rather than solving it directly for her/him.
- If your tutee seems to be experiencing a problem which you feel is not covered by the kind of course content instruction you can provide, please refer her/him to the appropriate class dean.
- If you or your tutee feel the arrangement is not working, either of you can contact the coordinator for reassignment.

## Tutees:

- Do not expect your tutor to do your homework. Your tutor will help you understand the concepts behind a problem, or the process of solving it, but s/he will not solve it directly for you.
- Having a tutor is a supplement to other class resources. It is not a substitute for attending class, TA sessions, and/or the professor's drop-in hours.
- As a result of meeting with a tutor, you should expect:
  - To work hard.
  - To improve your skills and understanding of class material.
  - To improve your comfort level with class material.
- You should not expect:
  - A homework solving session – come prepared!
  - An answer to everything in the class.
  - A sudden improvement in your GPA.

If you are experiencing problems that your tutor is unable to address, please see your class dean.

## Payment Schedule for Tutors

After signing, return the attached Tutoring Agreement Form to Lorna Scott, North College 219 ([lscott@wesleyan.edu](mailto:lscott@wesleyan.edu), x2332).

Submit a timesheet (also attached) every week to Lorna Scott. You will be paid through Payroll.

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## TUTOR ENROLLMENT FORM

### TUTOR INFORMATION:

Name \_\_\_\_\_ Date \_\_\_\_\_

Major \_\_\_\_\_ WesID \_\_\_\_\_

Phone \_\_\_\_\_ Class \_\_\_\_\_

How many students can you tutor at this time? \_\_\_\_\_ Total number of hours per week you wish to tutor? \_\_\_\_\_

### DEPARTMENT/COURSE INFORMATION:

Please list the Department, course numbers and titles for all courses which you believe you can tutor. Please provide the name of a faculty member who would recommend you to tutor each course and obtain the appropriate signature(s) before submitting this form. You may use the back of this page for more space if necessary

Course	Recommending Faculty Member	Signature of Recommending Faculty Member	Date

***By signing below, you agree to abide by the "Guidelines for Tutors and Students Requesting a Tutor." Please submit this completed form to Lorna Scott, 219 North College (lscott@wesleyan.edu, x2332).***

Tutor Signature \_\_\_\_\_ Date \_\_\_\_\_

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## TUTOR REQUEST FORM

The first person you should see if you are having difficulties in a course is your course instructor. Peer tutoring should be used to supplement other means of support such as TA sessions, group mentoring programs, the writing and math workshops, and sessions held by Peer Advisers. If you still need more intensive, individualized tutoring, you may request individual tutoring by following these steps:

- Inform your course instructor that you are requesting a tutor
- Complete this form and return to Lorna Scott, Deans' Office, 2<sup>nd</sup> floor, North College
- You are responsible to read "Guidelines for Students Requesting A Tutor" on the back of this form

### Student Information (Please Print):

Name \_\_\_\_\_ Date \_\_\_\_\_

Course \_\_\_\_\_ WesID \_\_\_\_\_

Instructor \_\_\_\_\_ Class \_\_\_\_\_

Have you discussed this request  
with your instructor?

Have you discussed this  
request with your class dean?

\_\_\_\_\_

\_\_\_\_\_

Based on discussions with my instructor and my class dean, we have agreed that supplemental tutoring in the following areas would be beneficial:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you would like to request a specific tutor, please let us know in the space below and we will try to honor the request.

***I have read "Guidelines for Tutors and Students Requesting A Tutor" and accept all responsibilities as a tutee.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY	
Tutor Assigned	Date

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**TUTOR AGREEMENT FORM**

*Please submit a separate Tutor Agreement Form for each student you will be tutoring.*

**TUTOR INFORMATION** *(Please make sure you have submitted a Tutor Enrollment Form to the Deans' Office prior to arranging tutoring sessions)*

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Major** \_\_\_\_\_ **WesID** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Class** \_\_\_\_\_

**TUTEE INFORMATION** *(Please make sure you have submitted a Tutor Request Form to your class dean prior to arranging tutoring sessions)*

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Major** \_\_\_\_\_ **WesID** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Class** \_\_\_\_\_

**DEPARTMENT INFORMATION**

Department	Course	Title	Hours/Week

*As a tutor, I am responsible for filling out a weekly timesheet for the hours spent tutoring the above named student. This timesheet will be turned in weekly to Lorna Scott, Student Affairs/Deans' Office, 219 North College.*

**Tutor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Tutee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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## TUTOR WEEKLY TIMESHEET

Please complete a separate timesheet for each student being tutored and submit form(s) to Lorna Scott on Friday no later than noon.

**Tutor Name** \_\_\_\_\_ **Date** \_\_\_\_\_ **WesID** \_\_\_\_\_

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**Tutee Name** \_\_\_\_\_ **WesID** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Class** \_\_\_\_\_

### TIME REPORTING

Date of Session	# of Hours	Material Covered in Session

### Plans for Next Session(s):

- (1)
- (2)
- (3)
- (4)
- (5)

### Recommendations for Additional Support:

**Tutor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Tutee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_