

## Guidelines for Students Requesting Tutors

*Matriculate Undergraduate students may request tutoring for most subjects in which academic assistance is needed, as long as you have a signature of approval from your instructor on the application form.*

**What is the cost?** There is no fee for tutoring. After you have completed the application to receive a tutor, you may pick up *Peer Tutoring Coupons* in The Peer Tutoring Center (S-25). You must give your tutor a coupon each time you meet! This process tracks how many hours the tutor should get paid each week.

**How do I get in touch with my tutor?** As indicated in your tutoring contract, you must contact your tutor within one week of the date on you have been assigned. *If you do not call your tutor by that time to schedule an appointment, your tutor request form will be discarded.* You will have to start the entire process again to be eligible to receive tutoring services.

**How often do we meet?** It is recommended that you meet with your tutor one or two times a week for one hour per session, scheduled at a time convenient for both of you. Generally, tutoring assignments last two to four weeks. However, it can last longer if necessary as long as you do not exceed a total of 30 hours of tutoring time per semester.

**What if I can't make a meeting or are late?** It is essential that you keep all appointments with your tutor. If some emergency prevents this on occasion, be sure to inform your tutor. Being late or not showing up gives your tutor signs that you are not invested in the help. Tutors will discontinue tutoring sessions if you are not responsible in this regard. You will be charged a \$2.00 per hour fee for the amount of time you had scheduled to meet with your tutor if you fail to keep the appointment or to notify him/her to reschedule.

**What do I bring to the sessions?** It is critical to your success that you always are prepared for the tutoring sessions. Write down, in advance, questions or misunderstandings that may be making the subject difficult for you. The role of the tutor is to assist in answering your questions and in clarifying course material you are having trouble comprehending. *You must give your tutor a coupon each time you meet.* It is not the tutor's role to re-teach the course or to teach you any material you missed during an absence from class. The responsibility for effective tutoring sessions rests to a great extent on you. The effort you put into studying and your motivation to work hard are essential to improving your performance. Share the responsibility for communication of ideas and questions with your tutor, and you will see the benefits.

***Your tutor is not responsible for poor grades you may receive. Again, it is your responsibility to improve. The tutor can be a great resource for you to gain a better understanding of the course material, so you should take advantage of the help available. Do not expect to raise your grade without a significant amount of work on your part.***

**Are there other resources available on campus?** In addition to the Peer Tutoring Program, Nazareth College also offers a variety of academic support centers. There is no fee for using these centers. A combination of tutoring and center assistance may benefit you. The main centers on campus include:

- *Logic Lab*
- *Math Center*
- *Science Center*
- *Writing Center*

Freshmen may also consult with Mary Anne Parker-Hancock, Coordinator of Freshman Academic Support Services, or their faculty advisors. Upperclassmen may consult with department chairs, faculty advisors, or the Academic Advisement Center. If you feel that your tutor is unable to help you for one reason or another, please contact the Peer Tutoring Program Coordinator.

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If you have any questions about the Peer Tutoring Program, please contact:

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