

Peer Tutoring Program
GTCC Learning Assistance Center

TUTOR GUIDELINES

James Williams Hall 102
334-4822 (Greensboro), extension 2528
454-1126 (High Point), extension 2528

PURPOSE

The purpose of the tutoring program is to help students become independent and successful learners by developing strong study skills, a better understanding of course content, enhanced self-confidence, and a positive attitude toward learning.

PROCEDURES

The following information is designed to help prospective tutors understand their responsibilities. If you have questions about this information, please talk with the Learning Assistance Center staff.

Eligibility

Students are eligible to tutor in the equivalent of any course in which they have received a grade of A or B and have received a recommendation from their instructor. Occasionally students may also tutor in a course in which they are currently enrolled if they are referred by their instructor. Once a student has applied to be a tutor, the Learning Assistance Center will send a recommendation form to the appropriate instructors.

Application

Complete the front and back of the attached Tutor Application. Include all information requested. Since tutors are part-time employees of GTCC, you must also complete a GTCC employee packet. Return all application materials to the Learning Assistance Center. The GTCC employee packet must be complete and approved by Human Resources before you begin tutoring.

Tutor Handbook

Once the Learning Assistance Center staff has contacted you to begin tutoring, come to the center before your first tutoring session to get a Tutor Handbook. The handbook will provide you with detailed information about being a tutor at GTCC. Read this handbook carefully. Let the Learning Assistance Center staff know if you have any questions about the information in the handbook.

Training

A number of tutor training sessions are held throughout the year. All tutors are expected to participate in these activities and are paid for their participation. The dates for training sessions will be posted in the Learning Assistance Center. If you cannot attend a training session due to scheduling conflicts, please let the Learning Assistance Center staff know. In addition, a set of tutor training DVDs is available in the Learning Assistance Center. Viewing these DVDs is considered part of the tutor's work hours and may be recorded on your time sheet.

GTCC employees and volunteers are required to complete Anti-Harassment and Personal Information Protection training. *This training **must** be completed within 30 days of your initial date of employment.* See the Learning Assistance Center staff for details.

Record Keeping

Tutors are required to maintain accurate records. Time sheets, attendance cards, and daily record sheets must be kept in the tutor's folder in the Learning Assistance Center. See the Learning Assistance Center staff for instructions on how to complete these forms properly.

Pay Rate and Pay Checks

The hourly pay rate for tutors is \$8.50 per hour. Pay checks are issued once a month on or about the 20th of the month for the hours reported for the previous month. All GTCC employees are paid by direct deposit.

Tutor's Schedule

All peer tutoring is by appointment. The Learning Assistance Center staff will schedule appointments and contact tutors as sessions are added. Let the Learning Assistance Center staff know as soon as possible if the original schedule you submitted showing your availability changes.

Location of Tutoring Sessions

Tutoring must take place in the Learning Assistance Center unless permission is given by the tutoring coordinator to conduct sessions elsewhere on campus. Tutees are scheduled for one or two hours of peer tutoring per week.

Attendance

You are expected to attend all tutoring sessions and arrive on time. If you must be late or cannot be here, notify the Learning Assistance Center as far in advance as possible. We keep a record of tutor and tutee attendance. If a tutee fails to come for a scheduled session, please notify the Learning Assistance Center staff.

COMMUNICATE WITH THE LEARNING ASSISTANCE CENTER STAFF

*If you have questions, problems, or suggestions, please let us know.
We are here to help you.*