

PEER TUTORING GUIDELINES

The peer tutoring program at Peabody is designed to provide intensive assistance for students experiencing difficulty in an academic area of the curriculum. It is intended to benefit both the tutee and tutor in the educational process.

The tutoring program is managed by the Office of Academic Affairs. To help make the program a success, the following policies and procedures have been established:

ACCEPTANCE INTO THE TUTORING PROGRAM

- Tutors are recommended by department chairpersons and classroom instructors.
- Tutors are contacted by the Tutoring Program Coordinator to fill out a payroll application.
- Tutees are referred to the program by classroom instructors and advisors.
- Instructors of tutees indicate the number of hours per week and the number of weeks for which tutorial assistance will be needed.
- Tutees are assigned to tutors by the Office of Academic Affairs.
- *Tutors will only be compensated for working with tutees to whom they have been assigned.*

RESPONSIBILITIES

Tutors are expected to:

- Maintain a time log to document details of each tutoring session.
- Submit time logs to the Tutoring Program Coordinator in the Office of Academic Affairs for processing.
- Return time logs and tutor evaluation forms by the stated deadlines in order to qualify as a tutor in the spring semester.
- Meet tutees at scheduled sessions. If a time conflict occurs, tutees should be notified in advance.
- Inform the Tutoring Program Coordinator of tutees who repeatedly fail to meet scheduled tutoring sessions.
- Contact classroom teachers on a regular basis concerning the needs of each tutee.
- Submit signed time logs to the Tutoring Program Coordinator

Tutees are expected to:

- Meet the assigned tutor at scheduled sessions or give advance notice if a schedule conflict occurs.
- Demonstrate preparation for tutoring sessions.
- Maintain an excellent attendance record in all classes as well as tutoring sessions. Getting tutored does not replace classroom attendance.
- Inform the Tutoring Program Coordinator of tutors who repeatedly fail to meet scheduled tutoring sessions.

We consider tutoring to be an important means by which students may improve their academic standing. It also gives tutors the opportunity to sharpen their teaching skills for the future. A successful tutoring program depends on a serious approach by both tutors and tutees, including excellent preparation and regular attendance for each session. It is expected that tutors and tutees will adhere to the policies listed above to avoid jeopardizing their eligibility for continuation in the program.

Questions or concerns about assignments and progress should be brought to the attention of the Associate Dean for Academic Affairs.

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