



PEER TUTOR PROJECT

UCN's Peer Tutor Project is funded by the STUDENT ASSOCIATION COUNCIL (SAC) and is coordinated by the LEARNERS' ASSISTANCE CENTRE (LAC).

Information for Peer Tutors

- All peer tutors must complete an application form and provide two instructor references, one from an instructor who teaches the course.
- Peer tutors will attend an interview and an information session.
- Tutors will receive a LAC authorization form from the student. **Any tutoring done without an authorization form will not be paid.**
- Peer tutors must keep complete and accurate time sheets, which are to be submitted by the 25th of each month. Tutors will be paid according to the time recorded on the timesheets. Tutors cannot claim for simultaneous tutoring of students as separate sessions. If such tutoring does occur, the time sheet will be adjusted to reflect the actual time spent.
- Peer tutors will be paid per hour as outlined by the SAC. Two rates are in effect. One rate for tutoring 1 – 2 students is \$12 per hour. 3 or more students is \$15 per hour.
- Students can pick up their cheque from the LAC staff during the first week of the following month.

Information for Students Seeking Peer Tutoring

- Peer tutoring is a free service available to any UCN student who is having difficulty with a specific topic or course.
- Peer tutoring is for remedial help only. It is not a substitute for class instruction or attendance. Peer tutoring does not provide assistance for daily homework. Students are expected to be active independent learners. In addition, students must have consulted course instructors about their course difficulties prior to their request for peer tutoring.
- Peers will tutor in content areas while the LAC staff will tutor in basic skills. Content area includes such specialized areas as drafting, accounting and statistics. Basic skill areas include communications, algebra, geometry, grammar, study skills and reading.
- Peer tutors are fellow students or recent graduates of the program. When necessary community people will be hired.
- Discussions concerning class performance of both the peer tutor and student will take place between LAC staff, UCN instructors and UCN counselors. A student could be refused tutoring based on the outcome of these discussions.
- Both students and tutors are expected to be professional, to maintain confidences, to be reliable, honest and trustworthy – characteristics held in high regard by everyone.
- Both students and tutors have the right to ask for a different tutor or student.
- Any student who requests peer tutoring must fill in a request form with the LAC staff. Students must identify the specific course area in which tutoring is required and the approximate time needed.
- Students will receive an authorization form and a timesheet, which are to be given to the tutor. These forms are not transferable from student to student.
- Tutoring sessions are assigned to peer tutors in a block of time for a specific course and a specific length of time. This block of time is good for a month from the date issued.
- More peer tutoring hours are available after this time is used. Students must contact the LAC staff for another authorization form.
- The student will contact the tutor to make arrangements for tutoring to begin. The student and the tutor will decide the time and place. It is recommended that tutoring take place on campus.
- At the end of the tutoring session, students will sign the tutor's time sheet for verification.
- Students and tutors are to report concerns to the LAC staff as soon as possible.
- It is advised that phone numbers be exchanged in case alternate arrangements have to be made. Students or tutors who fail to show up for their scheduled appointments could lose further tutoring privileges.
- Students and tutors are encouraged to seek advice from the LAC staff, UCN counselors or UCN instructors about tutoring.