



# PEER TUTOR HANDBOOK

*Policy and Procedure for Peer Tutors*

## **Kennebec Valley Community College**



### **Educational Support Services**

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**Mickey Marden Center  
for Student Success**

*130 King Hall*

**The mission of Educational Support Services is to broaden accessibility to services and programs that promote success for KVCC students.**

The mission of KVCC's tutoring program is to help our fellow students find more effective strategies to improve their learning. In a relaxed atmosphere, our individual and group tutoring sessions lead to a deeper understanding of the concepts learned in the classroom. We tailor activities to our tutees' learning needs and styles, empowering them to take responsibility for both their successes and their failures. We hope that as our tutees' skills increase, so will their confidence and their ability to learn independently.\*

\* adapted with permission from Rollins College tutoring web page



# TABLE OF CONTENTS

Selection of Tutors	1
Qualifications	1
Job Description	2
Training of Tutors	4
Evaluation	4
Access	4
Payment Schedule	5
General Regulations	6
Do's and Don'ts	7



# SELECTION OF TUTORS

## Qualifications

Tutors must

1. have received an A or B in the course or courses they are willing to tutor or be a current student in good standing.
2. be approved by the faculty member or the Peer Tutor Coordinator for that course.
3. have an overall GPA of at least a 2.5 (3.0 or better preferred) and are expected to maintain that average.
4. have good communication skills AND be willing to work with small groups, if necessary.
5. have a high level of patience and a sincere desire to help others.
6. complete a Tutor Application Form or a Volunteer Application Form
7. complete all required employment forms.



# SELECTION OF TUTORS

## Job Description

Tutors will

1. attend all orientation sessions and in-service training or otherwise acquire the information provided.
2. Check their e-mail regularly during the semester for messages relative to their individual tutoring assignments and the tutor program in general.
3. Contact their tutee(s) by telephone or e-mail when the tutor will be late or absent for a scheduled session.
4. Be prepared, punctual, and willing to work at each session.
5. Be courteous and professional.
6. Maintain the confidentiality of all individual and group tutees.
7. Assist students, individually or in small groups by
  - helping students to recognize and maximize their best learning style.
  - explaining, clarifying classroom/lab and textbook information.
  - interpreting rules, definitions, use, etc.
  - demonstrating with sample problems and examples.



## SELECTION OF TUTORS

- guiding/coaching students through the work, but not doing their work.
  - suggesting supplementary resources for students to utilize.
  - helping students to develop good study skills, time management skills, memorization techniques, and test taking strategies.
8. support faculty as the primary source of course information (be professional but do not take the place of the professor). With the permission of the tutee, consult with faculty, when necessary.
  9. be knowledgeable of other academic resources available on campus.
  10. utilize the tutor program coordinator and TRIO staff as resources.
  11. keep the tutor program coordinator informed if the day/time and/or location of an assigned tutoring session is, by agreement with the tutee(s), changed.
  12. complete and submit weekly time sheets and attendance reports.
  13. adhere to the policies that have been established by the KVCC Education Support Services program.



## **TRAINING OF TUTORS**

Tutors are offered ten hours of training through a workshop, WebCT course, and regular meetings with the Peer Tutor Coordinator.

## **TUTOR/PROGRAM EVALUATION**

Tutors are evaluated three times during the semester through evaluations submitted by their tutees and by the Peer Tutor Coordinator. Tutors, in turn, are asked to evaluate the program and their training.

## **HOW TUTORING IS ACCESSED**

1. When a student is either self-referred or referred by a faculty member for learning assistance, the first step for the student is to make a request for tutoring electronically through the Student Access System.
2. Based on student schedules and tutor availability, tutor assignments are made by the Peer Tutor Coordinator. All tutors are approved by the faculty member for that class or by interview with the Peer Tutor Coordinator. Tutors and students obtain their assignments through the Student Access System.



## **PAYMENT SCHEDULE**

1. Students apply to become tutors through the Student Access System
2. Once a tutor is hired, a contract is filled out by the Peer Tutor Coordinator and signed by the Marden Center Director. Tutors can be paid every two weeks or in a lump sum at the end of the semester. Payment for tutors, Group/SI Leaders, and professional tutors is based on actual hours, as shown on submitted time sheets.
3. Tutors are students currently enrolled in a KVCC program and/or course and who have been recommended by the faculty member for that course as knowledgeable and capable of assisting others.
4. Tutors may be asked to assist individual students or small groups of students working in the same subject area.
5. Tutors are paid according to their experience, i.e., number of semesters they have tutored (up to a maximum of 4 for payment purposes)



## Tutor Payment Schedule

Tutors receive minimum wage (as set by the State of Maine) for their first semester. Tutors receive an increase of \$0.25 per hour each subsequent semester worked.

## **GENERAL REGULATIONS**

1. Tutoring requires commitment. Please do not begin unless you are willing and able to continue.
2. All tutoring will be done on campus during school hours.
3. Please report any problems to the Peer Tutor Coordinator as soon as possible.
4. Please respect the confidentiality of the tutoring relationship.
5. The College community expects each member to act so as to ensure the right, welfare, and security of all members.



# TUTORING DO'S AND DON'TS\*

## Do's

- Do be supportive, encouraging and provide positive reinforcement.
- Do offer suggestions.
- Do listen.
- Do let your tutee set the pace.
- Do adjust for student needs.
- Do ask questions.
- Do empathize.
- Do set limits.
- Do show up on time.
- Do use wait time to allow student to answer questions.
- Do observe boundaries.



# TUTORING DO'S AND DON'TS\*

## Don'ts

- Do not do the work for your tutee.
- Do not be negative about faculty.
- Do not overwhelm student.
- Do not try to replace the teacher.
- Do not take things personally.
- Do not cross personal boundaries.
- Do not dress provocatively.
- Do not be unprofessional.
- Do not talk too much.
- Do not be overpowering.
- Do not make it your mission to save them all.

\* *Developed by Peer Tutors in a training workshop, January, 2007.*

**The Mickey Marden  
Center for Student Success,**

**an integral part of the campus community, provides a range of services designed to meet individual academic and learning needs by interacting with students, faculty, and staff to promote educational opportunity, academic achievement, and personal growth.**

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer.

For more information, please call  
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207-453-5010