LEAD Tutor Guidelines

REQUIRED: To be a tutor, the student must be in good academic standing with their college and one of the following:
   a. Have received a grade of “B” or better in the course(s) tutored
   b. Have been recommended by faculty or college representative

1. Tutoring is a privilege, not a right.
   a. As such, tutoring privileges can be revoked at any time by LEAD if the student is found in violation of the Tutor Guidelines, or engages in unprofessional or unethical behavior.
   b. Encourage all tutees to discuss their academic problems with LEAD counselors, their Faculty Mentor, and/or the Course Instructor.

2. Tutors are not teachers
   a. Tutors are not expected to teach content, but rather answer any unclear concepts or questions the students may have after studying
   b. Tutors are expected to be aware of their own knowledge limitations and to refer students to their Faculty Mentor and/or the Course Instructor for clarification

3. Tutor availability
   a. Since tutors are students themselves, tutors work an average of 4 hours per week
   b. Depending on assignment, tutors will either work one-on-one, in small groups (up to 15 students) or large exam reviews (open to entire cohort).

4. Tutors are expected to maintain professional behavior, this includes:
   a. Working with LEAD to coordinate tutoring sessions, dates, and locations
   b. Arriving on time
   c. Being prepared for the tutoring session
   d. Communicating in a timely manner
   e. Notifying LEAD of any unauthorized students attending tutoring session
   f. Maintaining accurate time sheet
   g. Submitting a sign-in sheet after each session
   h. Canceling the tutoring session If tutees are unprepared

5. Individual Tutoring
   a. One-on-one tutoring is assigned only as requested by AARC
   b. There are some courses where one-on-one tutoring is not practical to the content, therefore it will be denied.