

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
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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.