LEAD Tutor Guidelines

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. It is anticipated that most tutees will need fewer tutoring hours as they develop and practice good study skills.

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 encourage their tutees to meet with a LEAD counselor for an opportunity to develop some efficient study skills, by clicking on the following link to make an appointment: http://www.westernu.edu/lead/lead-counseling-appts/

3. To become a tutor you must:
   a. Be in good academic standing.
   b. Have received a grade of "B" or better in the course(s) you want to tutor or have been recommended by a member of the faculty to tutor a course

4. Tutor availability
   a. Depending on assignment, tutors will either work one-on-one, in small groups (4-6 students), or large groups (10-12 students).
   b. Tutors work an average of 5 hours per week
   c. A tutee may request a specific tutor, however, there is no guarantee this request will be granted.

5. Tutors are expected to maintain professional behavior, this includes:
   a. Coordinating tutoring sessions, dates, and locations
   b. Arriving on time
   c. Being prepared for the tutoring session
   d. Communicating in a timely manner to all tutee emails/phone calls
   e. Notifying LEAD of any unauthorized students attending tutoring session
   f. Maintaining accurate time sheet and attendance log
   g. If tutees are unprepared, the tutor has the right, and authority, to cancel the tutoring session.

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