

Loyola University --- SSOM TUTOR APPLICATION PROCESS

Peer tutoring is available through the Teaching and Learning Center. To be a peer tutor, the prospective tutor must submit completed application form and be approved by the Course Director for the specific subject. Training and tutor feedback meetings will be held in the Center periodically throughout the year. Tutors are expected to attend.

Purposes of Tutoring:

- To improve the educational achievement of the student.
- To increase knowledge base.
- To facilitate student adaptation to challenging coursework.
- To reduce anxiety.
- To enhance self-esteem.
- To improve collaboration skills through contact with a concerned, helpful, more experienced person.

Process:

1. Tutor obtains Peer Tutor Application Form from the Teaching and Learning Center, Room 255 or on-line.
2. Tutor applicant must obtain approval from Course Director for the subject(s) in which s/he will be tutoring.
3. Applicant will submit form to the Teaching and Learning Center. The Director of the Center will contact you via email regarding an initial meeting.
4. The tutor must attend an individual or group training session prior to the first tutoring session.
5. Scheduling of tutoring sessions will be up to the participants. The student requesting assistance should make the initial contact with the tutor.
6. To plan and conduct effective sessions, the tutor is responsible for contacting the Course Director regarding material to be covered and additional insights.
7. Tutors are required to submit monthly reports of student's progress to the Director of the Teaching and Learning Center.
8. Tutors may choose to volunteer or receive payment. To be eligible for remuneration, the tutor must complete the necessary tutor log and time sheet. These forms must be submitted weekly to the Teaching and Learning Center. Holding time logs and tutors sheets beyond the end of term will result in non-payment.
9. Students who participate in the tutoring program will complete an evaluation form on the effectiveness of the program and the end of each term.
10. For additional information, please contact the Center for Teaching and Learning, Room 255, x68166 or x65447.