



Tutoring at Cleary University

Our tutoring is provided to help with content assistance related to classroom material. Normally, students are allowed a maximum of one hour of free tutoring per week, per class. Additional hours are considered only for students with documented learning disabilities (appropriate documentation must be filed with student's current advisor).

Students requesting a tutor must make their own arrangements for tutoring by checking the tutor list and sending personal emails. It is our hope that a student-initiated request through the Student Portal will be available during this academic year.

It is our hope that all tutoring, effective Fall Term 2010, will be delivered through the use of WebEx, a web-based videoconferencing system. By using WebEx as the medium to connect tutors and students, Cleary aims to reduce travel costs, provide distance students with the opportunity to utilize tutoring services, and enhance the overall learning experience. An added benefit to tutored students is the use of an innovative, interactive remote learning and collaboration tool that is often used in the workplace. Tutors are extensively trained in WebEx and will be able to support students during tutoring sessions as needed.

Obligations of a Student being Tutored

1. Students receiving tutoring should bring lecture notes, assignments, textbooks and any necessary tools to the tutoring session. If the homework is turned in for a grade, tutors may assist with similar problems as examples but will not assist in solving the homework problems.
2. Students receiving tutoring should utilize tutoring time to review assignments, clarify concepts that are confusing, and develop timelines to complete objectives.
3. Students may not receive help on capstone assignments. These culminating activities are an opportunity for students to synthesize course material and concepts to demonstrate specific competencies independently.
4. Students should identify questions in advance: Is there a particular type of problem you cannot do? A specific concept you don't understand? Where does the reading become confusing?
5. Recognize that there may be some topics or instructor-specific expectations in your course that lie beyond the tutor's expertise. When that occurs, remember that your instructor is also happy to meet with you during his/her office hours.
6. When possible, students should provide 24-hour notice of cancellation of a tutoring appointment. Call or email the tutor if you will be late.

Tutor Obligations

1. Tutors must be punctual at sessions and should wait for a period of 15 minutes for the tutee to arrive before leaving.
2. Tutors will provide content assistance that focuses on the learning process and is related to the classroom material. This will include strategies that will assist the student in improving skills and becoming independent.
3. The tutor will not introduce concepts the instructor has not covered.
4. Tutors will be paid for a maximum of 1 hour per tutee per week. The Office of the Dean of Students may limit the number of students a tutor has.
5. Generally, the tutor will work one-on-one with a student. Exceptions can be made with prior permission from the Dean's Office where two students in the same course can be tutored at the same time. (When tutoring two students at the same time the tutor may only charge the department at the regular hourly rate, but he or she can work up to two hours per week with the two tutees together.)
6. Tutors may not solicit their own students. However, it is acceptable for a tutor and tutee to meet beyond one hour a week per class *at the student's expense*.
7. Payment is processed at the end of Spring (A & B,) Fall (A & B) Winter (A & B) and summer. Until an electronic system is available, payroll sheets for work accomplished should be sent to the Dean of Students for payment.
8. Faculty tutors may not tutor their own students.