



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: PEER TUTORING

Procedure No.	SS-209-PR	Division	Student Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	SS-209	Effective Date:	November 4, 2016 (R2)

PROCEDURE

1.0 General Guidelines

- Instructors are encouraged to identify students who would benefit from peer tutoring.
- Students who wish to avail of tutoring services will make application to the Campus Director / Manager or designate supervising the program. (See Appendix A for a copy of the appropriate application form). The appropriate instructor or academic advisor will sign the application.
- Students who wish to become peer tutors should make application to the Campus Administrator or designate using the attached application form. The student's instructor will sign the application.
- Tutoring will take place outside regular classroom hours.
- Tutoring services for a student will be at least three hours per week up to a maximum of fifteen hours per semester.
- Tutoring services will be withdrawn when there is a determination that tutoring is not being effective.

2.0 Terms of Reference for the Tutor**2.1 The Tutor Will:**

- A. Provide the student with undivided attention during the tutoring session.
- B. Build the student's confidence at all times.
- C. Be relaxed and friendly, prompt and ready at the assigned time.
- D. Make sure the student understands the purpose of every tutoring session.
- E. Never let the student struggle with the answers to the point of frustration.
- F. Never be afraid to say "I don't know but I'll find out." Let the student know that tutors are human too.
- G. Contact the student in the event that a scheduled session must be cancelled.
- H. Maintain a record of the peer tutoring sessions (see attached form).
- I. Maintain confidentiality.

2.2 Remuneration

Tutors will be compensated at the rate established by the Business Office.

3.0 Terms of Reference for the Student

The student who avails of the peer tutor service will:

- A. Maintain proper class attendance.
- B. Show initiative during class sessions.
- C. Be responsible for books.
- D. Be on time for all sessions.
- E. Contact the tutor or the tutor coordinator if unable to attend a scheduled session.

- F. Understand that failure to attend two tutoring sessions without notifying the assigned tutor or tutor coordinator will result in the student being terminated from the peer tutoring program.
- G. Agree that a total of fifteen hours of tutoring per semester will be allowed.

4.0 Fees

At the discretion of the Campus Director / Manager, students may normally be expected to pay a nominal fee for tutoring sessions; the College will subsidize the balance of the tutor's fee.

5.0 Budget Implications

Each campus will be expected to budget for peer tutoring expenditures; the recommended rate for budget purposes is three dollars per student enrolled at that campus.

Approval History	
Approved by President	September 9, 1998
Revision 1	August 19, 2008
Revision 2	November 4, 2016