



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: PEER TUTORING

<b>Procedure No.</b>	LS-209-PR	<b>Division</b>	Learner Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	BP-AC-101B
<b>Related Policy</b>	LS-209	<b>Effective Date:</b>	August 19, 2008 (R1)

## PROCEDURE

### 1.0 General Guidelines

- Instructors are encouraged to identify learners who would benefit from peer tutoring.
- Learners who wish to avail of tutoring services will make application to the Campus Administrator or his/her 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.
- Learners who wish to become peer tutors should make application to the Campus Administrator or his/her designate using the attached application form. The learner's instructor will sign the application.
- Tutoring will take place outside regular classroom hours.
- Tutoring services for a learner 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- Tutoring services will be withdrawn when there is a determination that tutoring is not being effective.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 learner with undivided attention during the tutoring session.
- B. Build the learner's confidence at all times.
- C. Be relaxed and friendly, prompt and ready at the assigned time.
- D. Make sure the learner understands the purpose of every tutoring session.
- E. Never let the learner 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 learner know that tutors are human too.
- G. Contact the learner 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 Learner

The learner 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 learner 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 Administrator, learners 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 learner enrolled at that campus.

Approval History	
Approved by President	September 9, 1998
Revision 1	August 19, 2008
Next Review	August 2011