

WANT TO BE A TUTOR - Tutoring Guidelines

Thank you for considering the "Need a tutor" service of the Student Development Centre. Before you submit an application we would like to make you aware of some important guidelines of this service:

Tutor Application: The Tutor Registry matches students who request a tutor for a course with students who are qualified to tutor their peers. As for tutoring requirements, we are looking for students who have gained excellent grades (minimum 75%) in the course and can provide a recommendation of the course instructor. Fill out the application on <http://my.brocku.ca> (see instructions on previous site). If you experience any difficulties with submitting your application, contact sdctutor@brocku.ca.

Financial Obligations: It is the responsibility of the tutee to pay you. The pay for your sessions should be negotiated before your first meeting. It is recommended to request your pay at the beginning of every session.

Privacy: We always forward your first name and the contact information that you have provided in your application to a potential tutee.

First Meeting: The location of your session is solely up to the arrangement you make with your tutee. However, we recommend having the first meeting taking place in a public location on campus to minimize any first contact hesitations.

Plagiarism: You are expected to help you understanding the course material of the assisted subject. However, you cannot be expected to solve any assignments or to write any papers for your tutee. This is plagiarism and is strictly prohibited. See Brock's Academic policies for more information: <http://www.brocku.ca/academic-integrity>

Workshop: During the term you tutor you will be expected to participate in a mandatory workshop for tutors. You will be reimbursed for completing the workshop. We will provide a deadline for completing the workshop. Failing completion of the workshop will result in your removal from our database of qualified tutors and you will not be contacted for any tutor opportunities anymore in the future.