

A-Z Tutoring - Tutor Guidelines

Thank you for considering tutoring for the A-Z Tutoring service of the Student Development Centre. Before you submit your application, we would like to make you aware of some important guidelines of this service:

Financials:

Our service of matching qualified tutor with students is free of charge. However, your student is responsible to pay you, unless we indicate otherwise. The pay for your sessions should be negotiated with your student before your first meeting. It is recommended to ask your client to pay in full at the beginning of every session.

Privacy:

When applying online, we are asking you for contact information so that we or potential tutees can contact you. We always forward your first name and the contact information that you provide. If there are any concerns, please contact us.

Tutor Application Form:

Please fill out the Tutor request form with all required information. This includes your the specific course codes of the subjects you want to tutor. Also, it is important to check all applicable boxes at the bottom of the form. Incomplete applications will not be considered.

Tutor Match:

The Tutoring Registry maximizes their efforts to match you with students timely whenever we receive a new request. However, it cannot be guaranteed that we can send you tutoring opportunities if there are not enough requests for your field.

Once you receive a tutoring opportunity, we expect from every tutor that the tutor responds quickly to us in regards of availability. Once you accept a tutoring opportunity, you should contact the student as soon as possible to set up sessions and to negotiate your pay. If you do not indicate your availability in the portal within reasonable time, the tutoring opportunity may be forwarded to other tutors without notice.

First meeting:

The location of your session is solely up to the arrangement you make with your tutee. However, we strongly recommend that you hold sessions in a public location on campus to minimize any first-contact hesitations.

Plagiarism:

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

Workshop:

During the term you tutor you will be expected to participate in a mandatory workshop for tutors. Failing completion of the workshop will result in your exclusion from our database of qualified tutors and you will not be contacted for any tutoring opportunities in the future.