
TUTOR PROCEDURES AND RESPONSIBILITIES

Group Tutoring

Please retain this sheet for your records

1. Upon assignment for group tutoring, you must:
 - a. Report to your Group Tutoring room assignment and stay for your full shift.
 - b. Provide a new Sign-in/Sign-out Log for each tutoring session. Ensure that, at each Group Tutoring session, all attendees sign the log.

All session logs must be submitted to the Tutoring Center by the end of each payroll period (see your Group Tutoring Payroll Calendar for deadline dates/times for each payroll period).
 - c. E-mail hours worked by the deadlines shown on your Group Tutoring Payroll Calendar. Please let one of the Office of Learning Services staff members know if you need help with this (717-872-3178).

Note: Late e-mail reports will be tracked. Two late reports may result in the termination of your employment as a tutor.
 - d. Contact the Tutoring Center immediately if you have any problems or questions (717-871-2420).
2. You are entitled to receive 30 minutes of preparation time for every 3-hour Group Tutoring Session that you tutor. You will receive 15 minutes for every 1 or 2-hour group sessions. **The Tutoring Center will calculate and add on the prep time for you to avoid confusion.**
3. Tutees are to attend tutoring sessions with specific questions or problems. You are there to clarify information, answer questions, explain problem-solving methods, and provide similar help. Tutees **may not** ask you to do problems, reports, or other assignments for them. Each tutee has been made aware of these guidelines, so if appropriate effort is not being made, please let the Tutoring Center know.
4. If you are unable to handle a Group Tutoring session assignment, you must let the Tutoring Center know immediately (717-872-2420).

The Tutoring Center
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717-871-2420

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