

Office of Student Affairs

Tutorial Program Orientation

The tutoring program is a supplemental peer tutorial program provided primarily for medical students experiencing academic difficulty in their coursework. The amount of tutorial support provided will be determined according to individual student need which could range from assistance in one subject to assistance across multiple subjects.

Program Goal

The goal of the program is to promote student learning and retention to graduation by facilitating student adaptation to rigorous coursework in basic and clinical sciences.

Identification, Requests and Approval of tutoring hours

Prior to the first exam students should contact Dr. David L. Henzi to request tutoring. Each student will be evaluated on a case by case basis to determine tutoring needs. After the first exam, students performing below a passing a score or within five points of failing will be contacted by Dr. David L. Henzi for a referral to tutoring.

Students will be required to complete an intake form, the Student Study Habits Survey, LASSI, read and sign Tutorial Procedures. Follow-up appointments will be scheduled to assess results of the LASSI.

Students will then be placed in a tutoring group (no more than 3 other students). The tutoring group will be scheduled at the digression of the tutor. It will be the responsibility of the student to arrange their schedule to accommodate the tutor (tutor has been informed of the importance of scheduling meetings which are conducive to all tutees).

* PLEASE NOTE – individual tutoring sessions are permissible on an individual basis. All tutoring will first be attempted in a group setting.

Expectations of Students Receiving Assistance

Participation will be voluntary and free of charge. To sustain eligibility, participants will be required to comply with the program's expectations.

A. Students will:

1. Be responsible for making contact with the assigned tutor.
2. Attend all scheduled tutorial sessions (if something unforeseen develops that prevents attendance, notify the tutor of inability to attend before scheduled meeting time).
3. Come to the tutorial session prepared
4. After the tutoring session is complete the student must sign tutor's log.
5. Attend classes in the course for which tutoring assistance is to begin provided on a regular basis.

B. Student will not:

1. Use tutoring assistance as a substitute for meeting and consulting with faculty.
2. Use tutoring assistance as a substitute for going to class.

**OFFICE OF STUDENT AFFAIRS
LEARNER ACKNOWLEDGEMENT FORM**

I, _____, have completely read and understand all Student Procedures given to me by the Office of Student Affairs. My signature, which appears below, indicates that I agree to live up to the program's expectations of me as a program participant.

Signature

Date