

# Office of Student Affairs

## Tutorial Program

The Office of Student Affairs 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 understanding of course material.

### **Identifying Tutors**

Students with an interest in teaching are asked to contact the Office of Student Affairs.

### **Tutoring Session**

Tutoring sessions will be provided primarily in a group setting (no more than three students per group). Group tutoring will increase opportunities for students to develop study groups outside of structured tutoring session. The students receiving tutoring will be assigned to tutor groups by the Office of Student Affairs. It is the obligation of the student learner to adjust their schedule to meet the times available for group tutoring. Any challenges identified within the group should be shared with Dr. David L. Henzi as soon as possible.

### **Expectations of the Tutors**

#### *A. Administrative*

The Tutor must:

- Have earned an “A” grade for the subject in which they are tutoring. In certain cases a B grade may be acceptable.
- Consult with the module/discipline coordinators before any tutoring is conducted. In doing so, the tutor will seek advice and direction on how to proceed, but will not introduce personal agenda into consultation (e.g., will not influence the module/discipline coordinators in how students are to be tested).
- Consult with Dr. Henzi on all matters having to do with the administration of the program, including learner not abiding by program expectations, being disruptive, having difficulty learning the material, etc.
- Inform Dr. Henzi if unable to continue tutoring.

#### *B. Professionalism*

- Maintain the trust of all students by holding all information discussed in the tutoring session confidential.
- Will recognize knowledge limitation and consult with faculty as appropriate.
- Tutors will present a professional demeanor at all times.

- Tutors **will not** engage in dating activities with students tutored.

#### C. Communication

- Establish communication channels (cell phone and email addresses) with all assigned student(s).
- Conduct self in such a manner as to communicate basic respect for each student.
- Will not present self as a quasi-faculty member but will build on the peer role that naturally exists.

#### D. Scheduling

- Will attend all tutorial sessions as scheduled.
- Will schedule tutorial sessions at times that do not conflict with regular class hours and are mutually convenient to the majority of students.
- Will confirm next meeting date and time at the end of each session.

#### E. Role of the Tutor

- Positive Role Model
- Coach
- Group Manager and Facilitator
- Referral Agent
- Study Skills Advisor

### **HIRING PROCEDURES:**

Students who will be hired on payroll will need to complete the following:

1. Complete and submit Human Resources paperwork
2. Attend a MANDATORY Human Resources Orientation
3. Complete MANDATORY online trainings sent through the Knowledge Center

### **PAYMENT**

Once students are hired as a UTHSCSA employee, all tutors will receive \$15.00 per hour for instruction. After the tutoring session, the student learner should sign the tutor logs. Tutor logs with student signatures will be submitted to the Office of Student Affairs for compensation. Payroll is submitted every two weeks. An email will be sent to the tutors reminding them when the tutoring logs are due. Tutors will only be compensated for the amount of logs received. **NO EXCEPTIONS! Tutors will not be paid for tutoring an ineligible student.**

**PLEASE DO NOT STOCK PILE SIGNATURE LOGS.** All signature logs should be submitted in a timely manner in order for you to receive your paycheck during the next scheduled pay period.

If you have any questions please contact the Office of Student Affairs at 567-4469

**OFFICE OF STUDENT AFFAIRS  
TUTOR ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, have completely read and understand all Tutor Procedures given to me by the Office of Student Affairs. My signature, which appears below, indicates that I agree to follow the policies and procedures of the tutoring program.

---

Signature

---

Date