

# PEER TUTORIAL ASSISTANCE PROGRAM

## Purpose, Scope, and Mechanics of the Program

- The purpose of the Tutorial Assistance Program is to aid students encountering academic difficulties, to prevent these difficulties from recurring, and to prevent small problems from becoming overwhelming problems.
- The Peer Tutorial Assistance Program will be managed by the Office of the Senior Associate Dean for Academic Affairs and Administration.
- Tutors will be assigned to students who are struggling academically (didactically or from a psychomotor standpoint) as defined by carrying a course grade average of less than a C+ or receiving a grade of less than a C+ on an exam or assignment.
- Tutorial assistance will only be offered for curricular offerings of the School of Dentistry, not National Boards, for example.
- Tutorial assistance will only be offered for didactic and laboratory courses, not for clinic courses or clinically related topics (i.e. axiUm). Mock laboratory practicals are also not covered under this program.
- Tutors will generally not be assigned for a course until after the first examination or after the academic quarter, whichever comes first.
- Exceptions to the previous statement include post-bac students whose prematriculation performance causes them to be judged as a risk or students repeating an academic year. In these cases, tutors may be assigned by the Associate Dean for Student Affairs and Admissions at the outset of the semester. This information should be conveyed to the appropriate course director(s).
- Once assigned, the tutor stays with the student for the duration of the course regardless of the student's grade in the course.
- Tutoring sessions must occur in the School of Dentistry or the Bio-Information Center of the Health Sciences Library.
- Tutors will be paid the Nebraska minimum wage for tutoring individuals and one-and-one-half times the Nebraska minimum wage for groups of two or more (1.5X).
- Payment will be made only for direct student contact time and not for time spent in session preparation.
- Tutors will only be compensated for assisting those individuals to whom they have been assigned.
- Tutors will turn in a pay request to the Administrative Assistant of the Senior Associate Dean for Academic Affairs and Administration on a bi-weekly basis and, at the same time, submit a list of those being tutored to the director of the involved course.

## How to Request a Tutor

- Faculty member can recommend that the student obtain tutoring.
- Faculty member can recommend a specific tutor for the student needing assistance.
- Student can contact faculty member requesting tutorial assistance.

- Faculty member will contact Administrative Assistant of the Senior Associate Dean for Academic Affairs and Administration indicating that a particular student is in need of tutorial assistance. He/She may also indicate a preference in tutor assignment at this time.
- If no preference is indicated, Administrative Assistant of the Senior Associate Dean for Academic Affairs and Administration will assign a tutor and email the requesting faculty member regarding approval.

### **Requirements to be a Tutor**

- Tutors must have earned an “A,” “B+,” or a “B” in the course(s) they wish to tutor.
- Tutors must be in good academic, clinical, and ethical standing and be approved by the affected course director.
- Tutors must maintain an overall GPA of 3.200 or greater.
- Tutors must demonstrate an ability to establish rapport and communicate with students as well as be friendly and approachable.
- Tutors must be reasonably available which may occur “after hours” or on weekends.
- Tutors will advise Administrative Assistant of the Senior Associate Dean for Academic Affairs and Administration if they wish to withdraw from the program. This should occur at the beginning of each semester.

### **Expectations of One Being Tutored**

- The student will contact the tutor and schedule the appointment.
- The tutored student must be fully prepared and bring the course syllabus, textbook, student notes, laptop, etc. to the session.
- Homework associated with course is to be done and appropriate questions are to be prepared in advance.
- Students can receive tutoring in multiple disciplines but in compliance with any limitations as defined above.
- Students can schedule appointments up to two hours per session and no more than twice per week per course.
- Students will adhere to the schedule of tutoring appointments, which is considered to be a commitment and kept in mind when making other appointments.
- If the tutored student is running late, needs to cancel the appointment, or will no longer need tutoring, he/she is to email the tutor and the Administrative Assistant of the Senior Associate Dean for Academic Affairs and Administration.
- If a student is a no call / no show for two scheduled tutoring appointments, he/she will forfeit their eligibility to participate in the program for the remainder of the semester.
- Tutors will not do your homework for you, “cram” with you for a last minute study session, give you answers, or perform under unreasonable time frames or time limits.
- Tutors are also dental students and graduate students and their needs and availability should be considered as well as that of the person being tutored.
- Tutors are not a substitute for class attendance or class preparation.
- Student agree that tutoring will not guarantee an “A” or passing grade. Success in a course is dependent on the student implementing sound study strategies and putting in the needed effort. This success is not dependent on the tutor.

- Should conflicts occur due to scheduling, personalities, or any other concerns between a student and a tutor, the student must contact the Administrative Assistant of the Senior Associate Dean for Academic Affairs and Administration to make the appropriate changes or adjustments.

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