Presbyterian College
Peer Tutoring Program

Student Responsibilities for Using Peer Tutors

Requesting a Tutor

● Speak to your professor first. Professors are often willing to provide extra assistance.

● Attend the help sessions provided by the department, if available.

● If you have contacted the professor and utilized the help sessions (if applicable) and still require extra assistance, you should then complete the Tutor Request Form on the website.

● The Coordinator for Academic Success (Brittany Goodson, bgoodson@presby.edu) will match the student with a peer tutor once the Tutor Request Form has been submitted and received.

● If you have already found a peer tutor, you are still required to complete the Tutor Request Form. You have the option to provide the Coordinator for Academic Success with the peer tutor’s name and contact information on the form.

Scheduling Tutoring Sessions

● The student will contact the peer tutor to request help in a particular subject.

● It is the responsibility of the student and the peer tutor to communicate and schedule one to three 60-minute sessions per week.

Obligations

● Be on time and meet all scheduled appointments.

● Come with objectives for the tutoring session.

● Bring all necessary materials: books, class notes, calculator, etc.

● Prepare for session by reviewing assignments, class notes, readings, etc.

● Be ready to ask questions.

● Seek reinforcement, not re-teaching.

Requesting a Different Tutor

● If the student requests a different peer tutor than the one assigned, for any reason, they must contact the Coordinator for Academic Success to discuss the request before a different assignment is granted.

Missing Tutoring Sessions

● In the case of an illness or an emergency, the student should notify the peer tutor and the Coordinator for Academic Success as soon as possible if unable to keep the tutoring appointment.

● If the student is late to the scheduled meeting, the peer tutor should attempt to contact the student. If after 15 minutes, the student cannot be reached and has not arrived at the designated place, the peer tutor may record it as a miss. The peer tutor should report the miss to the Coordinator for Academic Success immediately. (The same rule applies for peer tutors who are late or miss a scheduled meeting; the student should report the miss to the Coordinator for Academic Success immediately.)

● Excessive tardiness and/or absences will result in dismissal from the Peer Tutoring Program.
ACADEMIC RESOURCES FOR STUDENTS

Meeting with Your Professor(s)
Professors are often willing to provide extra assistance or meeting time to discuss class topics and study tips for tests/quizzes.

- Ask about material on upcoming tests.
- Clarify any information from the past few class periods.
- Review old tests and quizzes, focusing on questions you missed.
- Be prepared with specific questions or topics to address.

Help Sessions
See website for specific days and times, which vary from semester to semester for the following subjects:

- Biology
- Chemistry (PASS)
- Organic Chemistry
- Math
- Physics
- Spanish

Writing Center
The Writing Center’s purpose is to help students improve as writers by working one-on-one with them on papers in progress.

The Writing Center tutors help students:
- Get started on a paper
- Develop their ideas, organize the paper
- Learn to recognize and correct errors in grammar and punctuation
- Integrate and cite sources

Tutors are available whenever the Writing Center is open, but scheduling an appointment time guarantees that students will see a tutor. Schedule an appointment with a Writing Center tutor here: https://presby.mywconline.com/
ACADEMIC INTEGRITY

The following policies are in place to ensure compliance with NCAA, Big South and Presbyterian College rules and regulations regarding academic integrity.

1. **Tests, Quizzes, Papers, and Other Assignments**
   a. No assistance should be provided to student-athletes on quizzes or exams.
   b. Student-athletes may not work on completing take-home quizzes or tests during tutoring sessions.
   c. Peer tutors may not be in the room while student-athletes take any test (unless it is a scheduled test by the professor and the tutor and tutee are in the same class).
   d. Ungraded practice quizzes and tests are permissible and may be used as a study tool during the meetings.
   e. Do not mark on a student-athlete’s paper, test, or assignment.
   f. Do not correct homework or edit papers.

2. **Study Guides**
   a. Student-athletes are responsible for the creation of their own study guide; however, peer tutors may assist student-athletes in brainstorming the best strategies or method of creating a study guide.
   b. Never circulate study guides created by student-athletes.

3. **Handouts**
   a. Course-related material not available to all students currently taking the course may not be provided.
   b. Test banks are not to be maintained and provided to student-athletes.

4. **Access to Student Information**
   a. Peer tutors are not allowed to ask for or receive a student-athlete’s password for any purpose.
   b. Peer tutors may not save a copy of a student-athlete’s work or open a copy of the student-athlete’s work on the peer tutor’s computer.

5. **Communication**
   a. Peer tutors may not contact instructors or coaches, all communication should be done through the Athletic Academic Services Coordinator.
   b. Peer tutors may prompt student-athletes to communicate with instructors.

6. **Computers**
   a. Student-athletes must complete all operation of their computer. Under NO circumstance should a tutor operate a student-athlete’s computer.
   b. Never type things for a student-athlete.
   c. Never search the internet for a student-athlete.
STUDENT PLEDGE FOR USING PEER TUTORS

Please initial and sign the following to ensure understanding and compliance of the policies and guidelines of the Presbyterian College Peer Tutoring Program.

Initial

_______ I HAVE received and read the Presbyterian College Student Responsibilities for Using Peer Tutors form.

_______ I AGREE to practice academic support within the academic integrity policies of Presbyterian College.

_______ I AGREE to fully abide by all rules and regulations.

_______ I AGREE to complete all paperwork honestly and accurately with specific and detailed information, if required.

_______ I AGREE to communicate in a timely fashion with the peer tutor and the Coordinator for Academic Success.

_______ I AGREE to conduct myself in a professional and ethical manner while utilizing the Presbyterian College Peer Tutoring Program.

______________________________
Print Name

______________________________
Signature

______________________________
Date