



## PEER TUTORING POLICY

### I. PURPOSE

The purpose of this policy is to establish a procedure to facilitate peer-to-peer tutoring.

### II. SCOPE/COVERAGE

This policy applies to all current students of California Northstate University College of Medicine.

### III. POLICY STATEMENT

California Northstate University College of Medicine policy on peer-to-peer tutoring represents a supplement to academic support services provided by the Course Director, Faculty, and the Department of Basic Sciences. The program serves the dual purpose of providing an opportunity for tutors to reinforce their knowledge and critical thinking skills while simultaneously helping their colleagues achieve the same goal. School-funded tutoring services are available through, and arranged by, the Office of Admissions, Student Affairs, and Outreach. Students requiring this assistance may be referred by the course faculty, by their College Master, the Assistant or Associate Dean of Admissions, Student Affairs and Outreach, or by the Student Promotions Committee.

### IV. PROCEDURE

1. Students may request tutoring assistance at any time and are encouraged to do so at the earliest indication of difficulty in a course.

#### TUTEE RESPONSIBILITIES

2. The student requesting tutoring (the Tutee) must contact the Office of Student Affairs for a list of currently available tutors.
3. The tutee is responsible for contacting and arranging sessions with the tutor.
4. The tutee is expected to be punctual and prepared for every tutoring session.
5. The tutee is required to report any concerns or challenges regarding the tutor or the tutoring sessions to the Office of Student Affairs.

## TUTOR RESPONSIBILITIES

6. The tutor must be available at least one ( $\geq 1$ ) hour per week for tutoring sessions, and must be reasonably accessible by phone or e-mail for scheduling tutoring sessions.
7. The tutor must have a grade of 80% or above on the most recent summative exam and on any subsequent formative exams.
8. Tutoring is normally limited to three hours per week. The tutor must obtain approval from the Office of Student Affairs for additional tutoring hours.
9. The tutor must record all tutoring sessions on the Peer Tutoring Agreement & Tutor Report/Payment form and submit it to the Office of Student Affairs by the 12<sup>th</sup> and 28<sup>th</sup> of each month for payment processing.
10. The tutor is required to report any concerns or challenges regarding the tutee or the tutoring sessions to the Office of Student Affairs.

## JOINT TUTOR/TUTEE RESPONSIBILITIES

11. Tutor and tutee must review and discuss the Peer Tutoring policy and sign the top portion of the Peer Tutoring Agreement & Tutor Report/Payment form before beginning tutoring sessions. The signed agreement form should be submitted to the Office of Student Affairs. Breach of the Peer Tutoring Policy stipulations by either party may constitute an honor code violation.

## CNUCOM RESPONSIBILITIES

12. Tutor will be paid by CNUCOM at \$13 an hour for tutoring 1 or 2 students simultaneously, and at a rate of \$20 per hour for group tutoring (greater than or equal to 3 students).

OFFICE OF RESPONSIBILITY: College of Medicine Office of Student Affairs

REVIEW: This policy will be reviewed every three years or more often as needed.

Originally approved by the Student Promotions Committee June 11, 2015.

REVIEW 1: January 2016 by Student Promotions Committee (1-11-16) and Curriculum Committee (1-13-16).