

Juniata College
Office of Academic Support

PEER TUTORING POLICY AND PROCEDURE

The Juniata College Tutoring Program is managed by the Academic Coordinator in the Office of Academic Support (2nd floor Founders). Tutoring is not an accommodation but rather a service that Juniata provides to all students. We cannot guarantee a tutor for every course in any given semester, nor can we guarantee the availability of all tutors; however, Juniata is dedicated to supporting the academics of all students in every way possible.

What are my tutoring options?

1. First and foremost, visit your professor during office hours or after class.
2. Attend available drop-in sessions for your subject.
3. If you are still struggling after attending drop-ins, request an individual tutor.
4. All requests for tutors must be submitted prior to the deadline set by Academic Support. Students will be informed of deadline as semester progresses, usually 2-3 weeks before the end of classes. Requests submitted after the deadline are not guaranteed to be filled. Plan ahead!

Who are the tutors?

Juniata Tutors are Juniata undergraduate students who have been nominated by faculty members to serve as peer tutors. They have previously taken the same course and received an B- or higher, though they may have taken the course with a different professor than you. Please remember that some tutors have not taken your course in one or more years, so they may need a refresher as you work together. Please be patient and remember that you are learning together. Remember, these tutors are also students with other responsibilities. Please be flexible when scheduling.

How can a tutor help me?

1. Tutors are responsible for helping students understand concepts, but they are not a substitute for your professor. If you are having trouble in a class, your first step is to visit the professor during office hours. Your professor may recommend a tutor or even come up with an alternate study plan.
2. Tutors are responsible for guiding students through concepts, but they cannot give answers to assignments. Please show up to tutor sessions with specific questions, and be sure to bring all your course materials with you.
3. Tutors are responsible for helping students prepare for exams, but they are not a substitute for studying on your own. Bring your study materials to your tutor session, and they can quiz you or show you other study resources. Tutors cannot help with take-home exams.

How do I request an individual tutor?

1. Please visit our website to fill out a [Tutor Request](#). Students can also fill out an electronic form in our office.
2. Students no longer need permission of the instructor to request a tutor.
3. After submitting a Tutor Request, the tutee is responsible for finding a tutor on our website that best fits their schedule. Once found, the tutee should contact the tutor via email to arrange the first tutoring session. NOTE: Tutors are to respond to all requests within 24hrs. If you do not hear from the tutor you emailed, please contact the office to further address this matter.
4. We cannot guarantee the availability of tutors, but we will work with you to develop creative solutions should tutoring availability become an issue.

How do we meet?

Once a tutor has agreed to take on a tutee, tutoring sessions can begin. NOTE: Tutors are other Juniata students, so they have busy schedules, just like you!

For best results, plan to meet with your tutor at least once a week for the whole semester. Some students only meet with their tutors on an as-needed basis. Do not wait until the last minute to schedule a session or your tutor may not be available.

It is important to let your tutor know what content you would like to cover in a given session. This way they can be appropriately prepared.

No Show Policy:

To better serve our students, we have adopted both no-show and cancellation policies. All students receiving tutoring must adhere to these policies.

1. Tutees are entitled to work regularly with a tutor who knows the subject and facilitates active learning.
2. Tutees are entitled to receive advanced notice when a tutoring session must be canceled and prompt rescheduling in those cases.
3. Our office should be contacted if a tutor does not show up for a prearranged meeting more than two times; in this case, we would agree to reassign the tutor.
4. A tutee who fails to show up for prearranged meetings more than **two times** will be contacted by Academic Support and may have his or her tutoring privileges revoked.