

FAQ for tutors

1. Who can be a tutor?

The minimum qualification of a tutor is B+ or higher in the course. Tutors may hold an undergraduate or graduate degree in that field but are not required to do so in order to tutor.

All tutors in the U1 Tutor Registry must have completed the 6-hour Tutor Training Workshop offered by the Learning Assistance Centre (LAC). This workshop is offered several times throughout the academic year.

2. How often do I need to register to be a tutor?

Once you have completed the application form to be a part of the tutor registry and your completion of the 6-hour tutor training workshop has been confirmed, you will be posted on the registry. You should inform the LAC of your intentions to remain an active tutor each term and update your contact and tutor information.

4. What if my overall GPA drops below 2.5?

If your grades drop below 2.5 you should inform the LAC so you can be removed from the tutor registry.

5. What if I have too many tutees?

You may also be a student and need to maintain your academic standing. If the tutoring load becomes too heavy, notify the LAC so that you can be temporarily inactive on the Tutor Registry.

6. Am I required to see tutees on short notice?

No. You should decide to do what you feel most comfortable with. It is helpful to develop a policy that you can share with tutees regarding appointments and cancellations.

7. What can I do if a tutee asks me to do his/her homework or assignments?

You are not allowed to do a tutee's homework for them. You can provide examples, explanations, and guidance for the subject but should never do a tutee's homework.

8. What services are tutors responsible to provide for a tutee?

- Try to contact tutees as soon as possible once they've requested assistance.
- Maintain tutees' confidentiality and protect their identity. This can be maintained by avoiding sharing anecdotes with other tutors, program staff or professors.

- Try to communicate with tutees in a respectful manner.
- Be punctual. If you need to cancel an appointment, notify the tutee as soon as possible so that the appointment can be rescheduled at a mutually agreeable time.

9. Is there a tutor “code of ethics”?

You will be asked to sign a “Tutor Code of Ethics” as part of your application to be a part of the Tutor Registry. Be professional when relating to your tutee. This includes conducting yourself in an appropriate manner.

10. If unable to answer a tutee’s question, how should I respond?

As a tutor you are an expert in your subject area but also a lifelong learner. If you are unable to answer a question some possible responses are:

“I don’t know. Let’s look it up and see what so-and-so says.”

“I don’t know. I will get back to you next time.”

“I think you should ask your professor that one-I don’t feel comfortable answering that type of question.”

“I am not sure. Can you tell me more about that?”

11. Where should we meet for tutorial sessions?

Meet in a public place such as the library, empty classroom, cafeteria, or coffee shop. If you meet in a public setting, you can ensure your personal safety and that of the tutee.

12. How long should a session be?

The length of a tutoring session is up to you and your tutee. Tutor sessions typically last one hour and several sessions may be necessary.

13. What information does a tutee need to know prior to hiring me?

Tutees that are seeking the help of a tutor will probably ask the following questions:

What is your hourly rate?

When are you available to meet?

How long tutorial sessions will be?

How long have you tutored this subject?

What is your approach to tutoring?

14. What should I charge for a tutor session?

You can charge from \$9-25 an hour depending on your qualifications. The price of a tutoring session is set by the tutor.

15. What should be the method of payment?

The expected method of payment should be arranged with the tutee. Usually cash or cheques are acceptable and you can expect payment at the end of each session.

16. What is my employment status as a tutor?

You are an independent tutor and as such have no employer/employee relationship with the university.

17. Is there a forum for me to complain about an inappropriate/problematic tutoring experience?

(e.g. a tutee offering me extra money to do his/her assignment)

As you are an independent tutor, university departments are not responsible for any incidents that occur. However, you may address specific comments, suggestions or problems you have regarding the Tutor Registry to

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Sources

About the tutor registry (2002). Ryerson Student Services. Retrieved August 25, 2006 from <http://www.ryerson.ca/tutor/2002old/tfaq.html>

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