



DEPARTMENT TUTOR CATEGORIES

Individual Tutor

When a student requests a one-on-one tutor, we match up her 'TUTOR REQUEST FORM' (found online and at the PLTC) with an **individual tutor** in her requested department. We then email the student with the tutor's name, and email the tutor (with a cc to the instructor for that course) with the student's name.

The student will email or call the tutor and together the two of them decide on a time and place to meet. This student may see the tutor just once or many times throughout the semester.

Some tutors never get called, some tutors get 6 hours or more of tutoring a week. It depends on the department, the course and the students. An assigned tutor is able to call the PLTC and say they are unable to take on more work.

The tutor has a responsibility to talk to the student's instructor after they have met twice and tutoring is to continue.

Group Tutor

These tutors are selected by their departments. Occasionally there is more than one group tutor per department, depending on the need. These tutors usually work 1 - 2 hours a week on a set schedule in the PLTC or a room designated by the department. The tutors will stay in the room until their shift is over, even if no one comes for tutoring help.

Attached Tutor

These tutors are **chosen by the instructor for that course** and usually work 1-2 hours a week, usually on a set schedule and in a room designated by the instructor. They can work with both groups and/or with individuals.

These tutors are **not** graders, and are **not** teacher's assistants. They are paid by the PLTC only for tutoring outside of class.

The instructor is responsible for choosing the tutor and working out a schedule and designating the 'helproom'.