

Procedures for hiring a tutor

Tutor Supervisor

- Notifies department chair a tutor is needed
- Sends a list of majors with at least a B average to department chair

Department Chair

- Consults with department members
- Recommends students
- Prioritizes recommended students
- Sends recommendations to tutor supervisor

Tutor Supervisor

- Contacts students
- Interviews students interested in tutoring
- Hires the tutor
- Organizes the tutoring sessions
- Trains, supervises and pays the tutors

Study Groups

Our basic objective is to tutor 100 and 200 level courses. Occasionally a tutor may not have taken a class for which help is needed. If the tutor feels uneasy about tutoring this area, he or she will notify the supervisor. The professor of the class is contacted for study group leader recommendations. The tutor supervisor interviews and hires the study group leader. The tutor supervisor organizes the study group sessions and sends the professor promotional fliers announcing the days and times of the study group sessions.

If you have any questions or suggestions for our tutoring program, please contact the tutor supervisor, Suzanne Haas at extension 8562 or email at haas_s@wywc.edu.