



Tutoring Program - Description

Have you been successful in a particular course? Are you interested in helping other students master content material? Consider being a part of the Dalhousie Studying for Success Tutoring Program! Once accepted into the program, we will do the hard work of matching you up with students who are looking for tutoring support. It is then up to you to arrange when, where and how often you meet. You'll also be responsible for ensuring that tutees pay you directly.

Position Overview:

Part-Time

Tutor - Studying for Success Tutoring Program

Bissett Student Success Centre; Dalhousie University

Rate of Pay:

All tutors in the Dalhousie Studying for Success Program must agree to charge each student they are tutoring **no more than \$20 per hour**.

Hours per Week:

Dependent upon student requests and arrangements made between individual tutors and students needing tutoring support.

Position Description:

The Studying for Success Tutoring Program's primary goal is to provide students with a centralized system where they can be paired with tutors who provide course-specific support here at Dalhousie University. Tutoring means detailed one-on-one assistance in various subject areas that students find challenging. As part of this program, tutors are expected to:

- Work with students on academic development related to particular courses;
- Schedule and facilitate tutoring sessions for individual students (and small groups at the agreement of all parties involved);
- Abide by the Tutor Agreement and included Code of Ethics.
- Undergo tutor training (if applicable) as part of the tutoring process.

These tutoring positions continue through the entire academic year (including summer semester). New tutors are accepted on an on-going basis throughout the academic year. Positions will be renewed as necessary for future academic years (see Tutoring Constitution). These positions are a great opportunity to: work with students, advance your knowledge base, and participate in student and personal development. In addition, tutoring allows tutors to gain recognition in the Dalhousie Co-Curricular Record (CCR).



Tutor Requirements:

- Be either a recent **Dalhousie alumnus** (graduated no more than 3 years prior to submitting a request to be a tutor), **graduate student** (Master's or Ph.D. level), or **upper year undergraduate student** (Year 2 or above).
- Have **attained a minimum of an A- in the particular course(s)** in which they wish to tutor, and a cumulative **GPA of at least 3.0**.
- Be recommended by at least 2 past or current professors/instructors.
- Have VERY strong interpersonal, oral and written communication skills.
- Possess a commitment to the educational development of students.
- Be available during the academic year.
- Evidence of prior tutoring experience is an asset, but not required.

Required Documents:

Along with a **letter of intent** (which outlines the specific Dal courses, with course codes and numbers, in which you wish to tutor), all request submissions should include **a transcript** (official or unofficial) that proves the courses that have been successfully completed, **two letters of recommendation** from past or current professors/instructors, and the downloaded and **signed ethics agreement**, which can be found on the SFS website (www.dal.ca/sfs).

IF YOU ARE INTERESTED IN SUBMITTING A REQUEST TO BE A TUTOR, PLEASE SEND REQUIRED DOCUMENTATION VIA EMAIL TO:

Ms. Jessica Chubb
Coordinator, Studying for Success Program
Email: jessica.chubb@dal.ca
Phone: (902)494-3077
Website: www.dal.ca/sfs