



Tutoring Constitution

Dalhousie University Studying for Success Tutoring Program

Article 1- Purpose

The purposes of the tutoring program at Dalhousie are

- a) to provide a valuable academic support service to the Dalhousie student community in the form of standardized, centralized and easy access to certified tutors across all academic departments.
- b) to provide tutors with opportunities:
 - a. for teaching, academic, and personal growth
 - b. for recognition within the Co-Curricular Program at Dalhousie University
 - c. for financial remuneration OR for volunteer purposes

Article 2- Structure

The Studying for Success Tutoring Program will be organized as follows:

Under the leadership of the Director of Student Academic Success Services, the Coordinator of the Studying for Success Program shall oversee and be responsible for the overall running of the tutoring program and ensure that all members adhere to the constitution and agreements.

Article 3- Members

The Studying for Success Tutoring Program community will be comprised of the following active members:

- a) SFS Coordinator, who will be responsible for:
 - i. Receiving, reviewing and accepting tutoring submissions to be tutors.
 - ii. Selecting appropriate candidates to act as private tutors by assuring the quality and credentials of the tutors.
 - iii. Along with the study coaches, matching students with qualified tutors.
 - iv. Keeping the tutor bank up to date.
 - v. Eventually establishing an online resource (as part of the proposed service), where students can request and be matched with tutors, and can also ask questions of tutors.
 - vi. Along with the study coaches, tracking the number of students each tutor takes on.
 - vii. Advertising the tutoring system to professors and students, to increase awareness of the program.
- b) Administrative Staff (who will consist of 8 study coaches, and 1 admin assistant).

Support staff will be charged with:

 - i. Helping to set up and maintain (update) a cross-departmental and subject based tutoring database comprised of accepted and certified tutors.
 - ii. Receiving and reviewing tutee applications and conducting the study skills assessment prior to matching tutees with tutors.
 - iii. Assisting in the matching of tutees with available tutors with the use of the database and based on availability.
 - iv. Along with the Coordinator, tracking the number of students each tutor takes on.
 - v. Helping to advertise the services of the tutoring program.



c) Computer technician

The technician will:

- Be responsible for maintaining and updating the tutoring website.
- Work with the SFS Coordinator to determine what will be present on the website.
- Assist other members in their usage of the office computer.
- Cooperate with other members to properly promote the tutoring service around campus, especially through the use of social media.

d) Certified Tutors

- Certified tutors will be selected based on successfully fulfilling the tutoring submission criteria. The tutoring application requirements are:
 - The tutor is a **student at Dalhousie University or King's College**, either as a Master's, Ph.D., or undergraduate student (Year 2 or above), or is a recent alumnus (graduated no more than 3 years prior to submitting a request to be a tutor).
 - The tutor shall provide the SFS Coordinator with:
 - A brief statement of interest** in becoming a tutor in specified fields and/or academic subjects. This document should contain the exact course codes and course numbers of the courses they wish to tutor.
 - A signed and dated copy of the Tutor Agreement** (provided on our website).

***The tutor agreement outlines very important ethical and professional conduct parameters to be respected by tutors at all times. ***

- An official (or unofficial) academic transcript** showing proficiency (A- or above) in specified subjects to be taught, plus a 3.0 CGPA overall.
- Two letters of recommendation** from professors/instructors in the courses in which the potential tutor wishes to teach, or professors/instructors in any field as long as the professors/instructors know the potential tutor well enough to speak to their solid communication skills (both written and oral), their work ethic, attitude, character and general proficiency.

Please NOTE: Previous teaching experience or participation in the Dalhousie University Teaching Course offered by the Center for Learning and Teaching will be welcomed and appreciated, but **not mandatory**.

***As registered tutors, they MUST devote at least one hour a week to tutoring, if needed. ***

e) Tutees

- In order to become eligible to participate as a tutee in the tutoring service offered through the Studying for Success Program at Dalhousie University, a registrant needs to:
 - Be a full-time or part-time Dalhousie University or King's College student.
 - Fill out and sign the tutee request form noting your need for a tutor, year of study and subject or academic field you need support in.
 - Submit a signed and dated copy of the Tutee Agreement (provided on our website), so as to certify that you agree to conduct yourself in a professional and ethical manner during tutoring sessions - as outlined in the agreement.



***As tutees, they MUST agree to pay the required hourly tutoring fees (which will be no more than \$20/hr.) directly to their tutor as agreed upon (either immediately prior to, during, or immediately after their tutoring sessions) via cash or Interac e-Transfer.**

Article 4- Finances

- Tutoring rates at Dalhousie University will be no more than \$20 an hour. A tutor can also declare that they wish to offer their services for free as part of a volunteering initiative. In the latter case, all clauses in this section (finances) are suspended.
- Once the administrative staff receives a completed and signed tutee request, it is assumed the tutee is willing and able to pay the stipulated tutoring rates.
- Once arrangements have been made for a tutoring meeting, the time set is binding for both tutees and tutors.
 - If the tutee wishes to cancel the tutoring meeting, 4-hour notice is required. It is the tutee's responsibility to reschedule the session.
 - If the 4-hour cancellation notice is not sent, the tutee will be liable to pay the tutor for the hour.
 - If the tutor wishes to cancel the tutoring session, no charge to the tutee will incur. It is the tutor's responsibility to reschedule the session.

Article 5- Liability

- The tutoring service offered by the Studying for Success program at Dalhousie University, together with the SFS Coordinator and any of its administrative staff and tutors, **shall not be liable, under any circumstances, for the poor academic performance of any of the tutees.**
- The tutoring service offered by the Studying for Success program at Dalhousie University, together with the SFS Coordinator and any of its administrative staff, rely on the tutors' and tutees' commitment towards professional and ethical behaviour and expect any changes and/or deviations from the norms set forth in the Tutoring Agreements of both parties to be reported promptly and honestly. **The tutoring service offered by the Studying for Success program at Dalhousie University, together with the SFS Coordinator and any of its administrative staff shall not be liable in any way if that does not happen for whatever reason.**

By-Laws

By-Law No. 1: Terms of Membership

Tutor and tutee request submissions are accepted year-round. Once a tutor request submission has been accepted:

- It shall be entered in the tutoring database by the administrating staff.
- It will remain active for the duration stipulated by the tutor in their tutoring submission, but no longer than **one academic year (always ending in August)**.
- It **can and may** be automatically renewed past one academic year with supporting evidence that the tutor is still in good academic standing and still willing to adhere to the Tutor Agreement, and provided there have been no previous violations of the Tutor Agreement.



Tutee request submissions will only be valid for one academic year. Tutees need to resubmit tutoring requests (via email) if they wish to continue receiving tutoring support. Tutees have no deadline past which they can resubmit submissions, although demand for tutors may be high, so if a request is submitted later in the academic year, it can translate into longer waiting times.

By-Law No. 2: Guidelines for Recognition of Tutors in the Co-Curricular Record Program at Dalhousie University

We are aware of the vast academic, personal and career benefits of peer tutoring. That is why, at Dalhousie, we acknowledge tutors' notable contributions to the academic and social fabric of our community. Therefore, if someone tutors for 10 hours or more each year (for pay or as a volunteer), that tutor's contributions will be acknowledged as part of our Co-Curricular Record.

By-Law No. 3: Termination of Tutoring Services

If, for any reason, it comes to the attention of the SFS Coordinator that either a tutor or a tutee:

- a) has been dishonest on their application
- b) has acted unprofessionally or unethically during tutoring meetings or
- c) has violated any of the terms of the agreements signed with the administrative staff,

then, their participation in the tutoring program provided through the Studying for Success program at Dalhousie University, will be terminated immediately.

If tutees do not pay for their tutoring sessions in the manner agreed upon, all tutoring will immediately cease.

Three un-notified absences from scheduled tutoring sessions by either tutor or tutee will result in suspension from the tutoring program for one academic year.

In addition, both tutors and tutees have the right to terminate their participation in all or some of the tutoring services they agreed to take part in, **no questions asked**. Please note, however, that **due notice for termination shall be given to the SFS Coordinator and administrative staff and the tutor/tutee counterpart**. Due notice for termination is defined as at least 48 hours before a scheduled tutoring meeting. If this requirement is met, no charges will incur.

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