

LEAD Tutor Guidelines

REQUIRED: All income earned from tutoring will be reported to Financial Aid and may affect your award amount. To be a tutor, the student must be in good academic standing with their college and one of the following:

- a. Have received a grade of “B” or better in the course(s) tutored
 - b. Have been recommended by faculty or college representative
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1. Tutoring is a privilege, not a right.
 - a. As such, tutoring privileges can be revoked at any time by LEAD if the student is found in violation of the Tutor Guidelines, or engages in unprofessional or unethical behavior.
 2. Tutors responsibilities:
 - a. Tutors are expected to accurately adhere to LEAD policies and procedures. This includes the necessary TutorTrac training.
 - b. Tutors are not expected to teach content, but rather answer any unclear concepts or questions the students may have after studying.
 - c. Encourage all tutees to discuss their academic concerns with LEAD counselors, their Faculty Mentor, and/or the Course Instructor.
 - d. Tutors are expected to be aware of their own knowledge limitations and refer students to their Faculty Mentor and/or the Course Instructor for clarification.
 3. Tutor availability
 - a. Since tutors are students themselves, tutors work an average of 4 hours per week
 - b. Depending on assignment, tutors will either work in small groups (up to 15 students) or large exam reviews (open to entire cohort).
 - c. Lab courses are not covered through TAP.
 4. Tutors are expected to maintain professional behavior, this includes:
 - a. Working with LEAD to coordinate tutoring sessions, dates, and locations.
 - b. Arriving on time and being prepared for the tutoring session.
 - c. Communicating in a timely manner.

- d. Notifying LEAD of any unauthorized students attending tutoring session.
 - e. Maintaining accurate record keeping.
5. Individual Tutoring
- a. LEAD does not offer this accommodation.