

Welcome Back Tutors!





Meet the Staff!





Olivia Gandee '25

Head Tutor for Arabic, Greek,
Latin, French, Italian, and
Russian

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Lillian Belzer '25

Training and Development
Coordinator

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Rachel Heiser

- **Assistant Dean and
Director of Academic
Support**

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**PEER TUTORING: 1ST FLOOR OF CAMPUS
CENTER (NEAR RESTROOMS; NOT ON SAME
FLOOR AS BOOKSTORE!)**

Amanda Brown

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Coordinator**

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Anne Marie McElwee

**Administrative Assistant,
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Apply to join TSC!!!

"Applies for a job"

Job: why do you want to work with us?

Me: I need the money and you need staff
what's the problem?



Head Tutor Application

- **3 openings**
- **Head Tutor Job Description**
 - **Coordinate between Dean's office, tutors, and tutees to ensure that their needs are accommodated**
 - **Assess staffing needs, reach out to faculty for recommendations, and interview as needed**
 - **Hold initial training sessions for newly hired tutors**
 - **Address technical issues (such as scheduling, time management) as well as subject-related modifications**
 - **Update the Tutor Database and Moodle sites**
 - **Attend either bi-weekly or weekly TSC meetings and trainings**
 - **Approximate time commitment: 3 to 6 hrs/week**

Head Tutor Application

- **Required Skills**
 - **Excellent verbal and written communication**
 - **Risk management**
 - **Strategic planning with situations**
 - **Organization and time management**
 - **Resourcefulness**
 - **Tutoring experience**
 - **Motivation and passion for program**
- **Eligibility**
 - **Sophomore or Junior**
 - **3.3 or higher overall GPA**
 - **No plans on going study abroad**
 - **Peer tutor with experience**

Training & Development Coordinator Application

- **1 opening**
- **Head Tutor Job Description**
 - **Develop and lead tutor trainings**
 - **Organize faculty meetings every semester**
 - **Process timesheets and payroll on bi-weekly basis**
 - **Coordinate development of program**
 - **Draft and edit program manual**
 - **Gather data on subjects tutored and create semester reports for departments**
 - **Regulate the Tutor Database and Course Support Database**
 - **Attend weekly TSC meetings**
 - **Approximate time commitment: 4 to 6 hrs/week**

Training & Development Coordinator Application

- **Required Skills**

- **Excellent verbal and written communication**
- **Risk management**
- **Strategic planning with situations**
- **Organization and time management**
- **Resourcefulness**
- **Tutoring experience**
- **Motivation and passion for program**

- **Eligibility**

- **Sophomore or Junior**
- **3.3 or higher overall GPA**
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- **Peer tutor with experience**

Contents of the presentation



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01

Tutoring Guidelines



Assigned to Tutee

- Your respective Head Tutor will send you an email about your assignment
 - **You have to send an email to your tutee within 24 hours after receiving your assignment**
 - Make sure to **cc your Head Tutor** in the first email you send to your tutee
- An email template you can use is located in the Moodle page under the section "Sample Emails"

Unresponsive Tutee

- If your assigned tutee does not respond to your email after a week has passed, send a follow-up email
- If you still get no response after 3 ~ 4 days has passed, let your respective Head Tutor know
 - You will get assigned to a different tutee if there is one

Courses Supported by Peer Tutors



Arabic: Elementary and Intermediate

Biology: 110, 111

Chemistry: 103, 104

Chinese: First and Second Year

Computer Science: 110, 113

Economics: 105

French: Elementary and Intermediate

German: Elementary and Intermediate

Greek: Elementary and Intermediate

Italian: Elementary and Intermediate

Latin: Elementary and Intermediate

Mathematics: 101, 102, 104

Physics: 101, 102, 121, 122

Psychology: 105, 205

Russian: Elementary and Intermediate

Spanish: Elementary and Intermediate

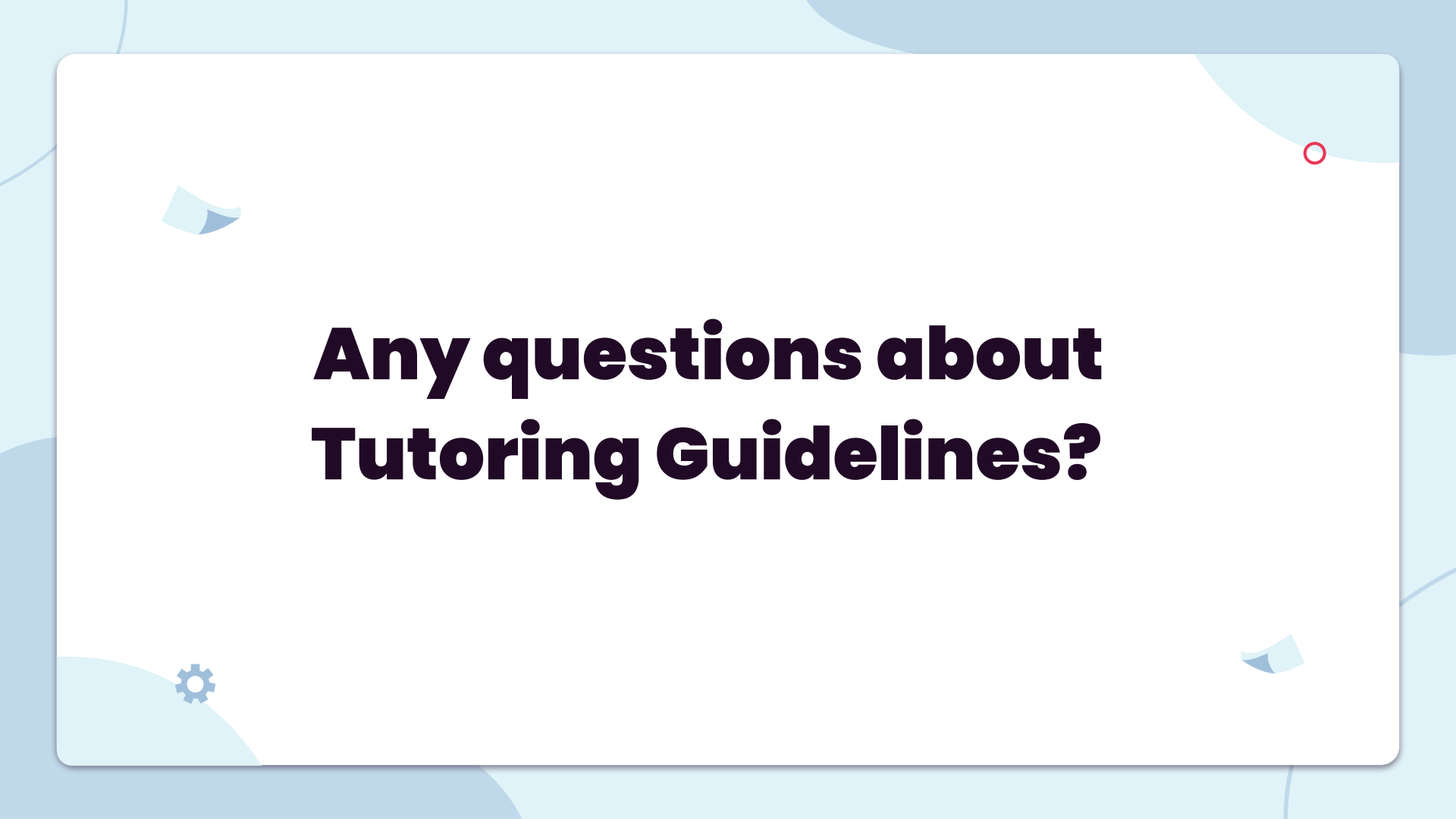
**You can
tutor for
more than
one subject!**

To become a tutor for another course:

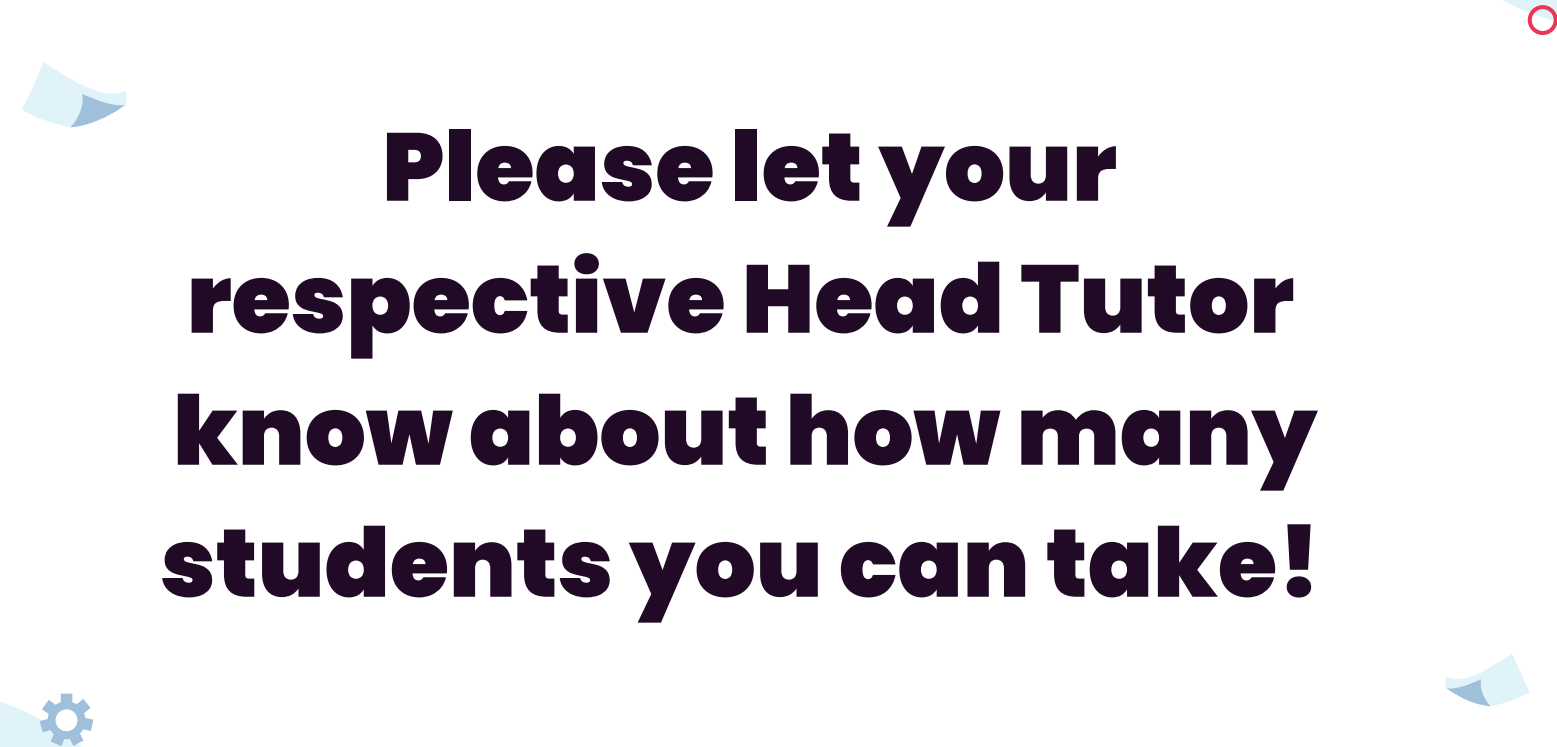
- You can only tutor for courses you have taken in the past
- Ask the professor of the course you have taken to send a recommendation to the respective Head Tutor
 - Ex. if you are a biology tutor but also want to become a tutor for Latin, you can ask your Latin professor for a recommendation to be sent to the Head Tutor for Latin
- Once the recommendation is received, you can start tutoring for another course!

Know any qualified students that would be great as Peer Tutors?

- Ask those students to reach out to the respective Head Tutor that they are interested in tutoring
- Head tutors will respond by asking for faculty recommendations and submission of Peer Tutor application
- Once students pass first round, head tutors invite them for interview
- Peer Tutoring program makes final decision of hiring student as peer tutor or not



**Any questions about
Tutoring Guidelines?**



**Please let your
respective Head Tutor
know about how many
students you can take!**

02

Moodle

+



Trainings



Trainings

- We will hold around 2 trainings per month for each semester
- In addition to this training, according to Peer Tutor contracts, **you are required to attend at least 2 trainings per semester**
- If you complete **over 10 hours** of trainings and **over 25 hours of tutoring**, you will be eligible to become an **Internationally Certified Tutor**
 - *All Certified Tutors will be honored at the end of the academic year*

Peer Tutoring

Course Settings Participants Grades Reports More ▾

▾ Payroll and Hiring

Collapse all

Welcome to the Peer Tutoring Moodle page!

Please contact the Training and Development Coordinator (gkoh@brynmawr.edu) for any questions or concerns.

Appointments Reports are due **BEFORE** the timesheets. For instructions, please refer to the Payroll Instructions.



Sample Student Timesheet (pay
\$13/hour)

38.4 KB Excel 2007 macro-enabled workbook Uploaded 08/23/23,
15:25



Payroll Instructions



Student Employment Website



Appointment Report (Wufoo Form)

- **Make sure you have access to Peer Tutoring course**
 - **If not, please let one of TSC members know!**

Will come back to this in next section

▼ Contract and Essential Information



Sample Emails



Essential Information for Tutors



Updated Tutor Contract 20.1 KB Word 2007 document Uploaded 12/7/22, 12:33



Discontinuing Tutoring in Upper Language Courses.docx

Standard First Email to Tutees---Effective Communication.docx

Unresponsive tutee.docx



Frequently Asked Questions

About Peer Tutoring

+ EXPAND ALL - COLLAPSE ALL

- + What do we expect from our tutors?
- + When should I get a tutor?
- + How does the matching process work?
- + What other resources are there besides tutoring?
- + What should I do if I am interested in becoming a tutor?
- + What training do tutors go through?
- + Can my tutor help me with homework?
- + What do I do if I want tutoring for a course not listed?
- + Can I leave feedback about my tutor and the program?

▼ Tutoring Resources

Community Data Base info:

Password: tutoring!

username: bmctutoringprogram@gmail.com



Helpful Study Skills Resources



VARK Learning Styles Questionnaire



Blank Weekly Schedule



Exam Week Survival Guide



Tutoring Framework (Non-Stem Ver.)

▼ Helpful Bryn Mawr Websites



Information for Tutees



Academic Support and Learning Resources Specialist



Access Services



Assistive Technology



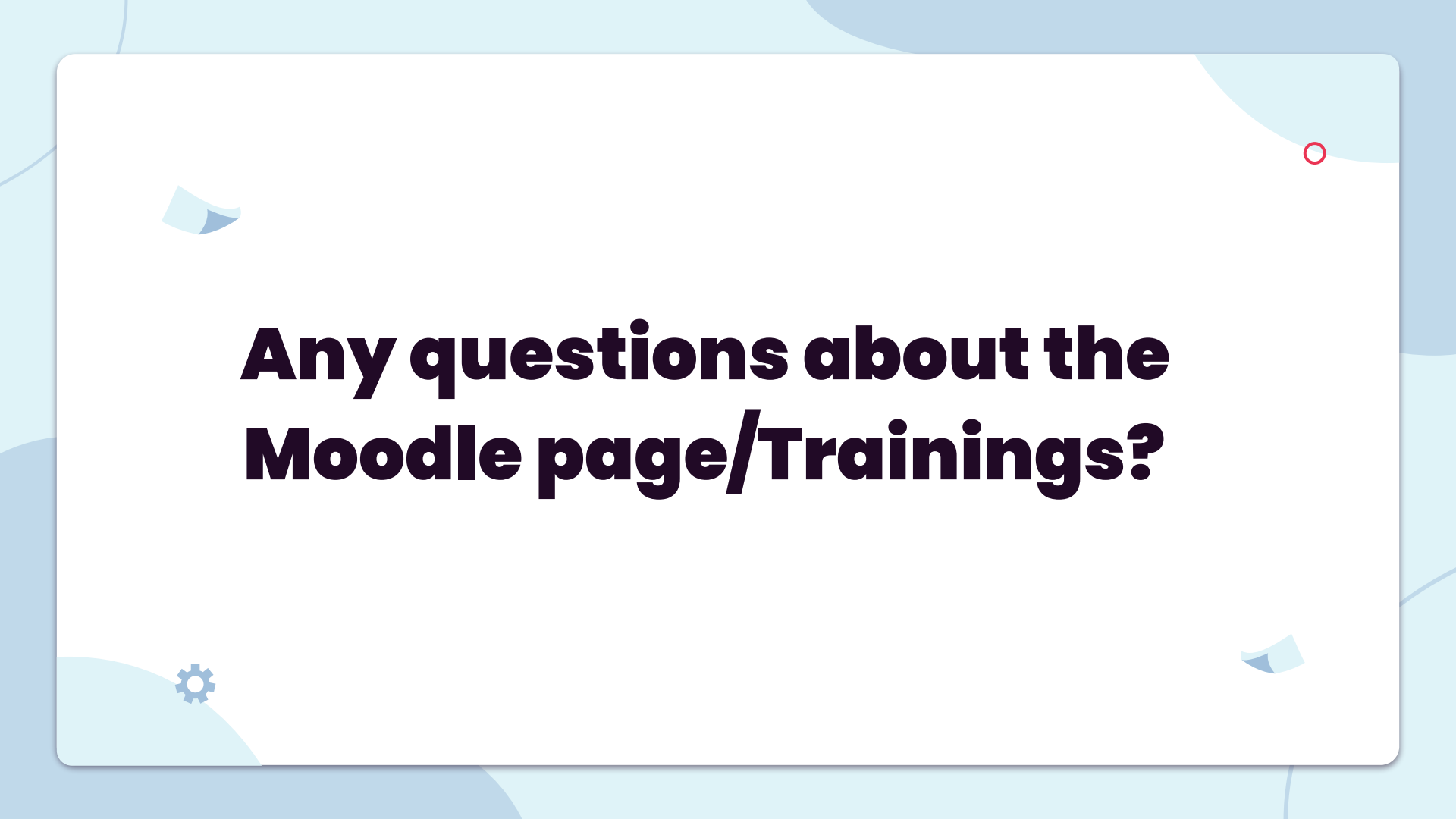
Writing Center



Peer Mentors



Counseling and Health



**Any questions about the
Moodle page/Trainings?**



03

Getting Paid

After finishing/attempting a tutoring/training session.

In order to get paid:

01

Fill out Wufoo form

(Wufoo form is titled "Tutor Appointments Report")

Fill out Timesheet on

Excel

(Times and dates have to match up with Wufoo form submission)

03

Drop off Timesheet in "Peer Tutors" folder

(Folder located right outside Peer Tutoring office in Campus Center)



Appointment Report (Wufoo Form)



Tutor Appointments Report

Please remember to consult the Peer Tutor webpage for information on policies:
<https://www.brynmawr.edu/academicsupport/academic-and-student-support-services/peer-tutors/essential-information-tutors>

If you need any help filling in the form, please refer to the Peer Tutoring page in Moodle with instructions.

Tutor's Name *

First Last



Sample Student Timesheet (pay \$13/hour)



BRYN MAWR COLLEGE STUDENT TIME SHEET

ID: DE

NAME: 1

Record Time In and Time Out for each day worked.



Step 1: Wufoo Form

- Recommend to fill this form out right after you finished/attempted a tutoring/training session

Tutor Appointments Report

Please remember to consult the Peer Tutor webpage for information on policies:
<https://www.brynmawr.edu/academicsupport/academic-and-student-support-services/peer-tutors/essential-information-tutors>

Tutor's Name *

Tutor's Name

First Last

Tutor's Email *

@brynmawr.edu

Type of Meeting *

Tutor Meeting

Tutee's Name *

Tutee's Name

First Last

Tutee's School *

☒ Bryn Mawr ☐ Haverford

1. Enter your **first and last name**

2. Enter your **BMC email address**

3. Select the **type of meeting**:

- Tutor Meeting
- Tutor Training (for both group and alternative)

4. Enter your **tutee's first and last name**

5. Enter your **tutee's home institution**

Date of Meeting (in MM/DD/YYYY format) *

04/14/2019

Time of the Meeting (i.e. 3:30 PM - 4:30 PM)

5:00 PM - 6:00 PM

Did the tutee show? *

yes

Length of Appointment (in hours) *

1.00

Length of Preparation Time (in hours) *

0.50

Subject Tutored or Scheduled to be Tutored (if a Bryn Mawr course) *

Psychology

Psychology Courses

B105 - Introductory Psycho

If not a Bryn Mawr course, please list the Haverford Subject and Course #

6. Enter the **date your meeting took place**

7. Enter the **time of the appointment**

8. Indicate **whether your tutee showed up** on your scheduled appointment

9. Enter the **length of the appointment in hours**

10. Enter the **length of the preparation time in hours** (should be no more than half the time of the appointment)

11. Select the **subject your tutored for**

12. Select the **course your tutored for the indicated subject**

13. Enter the subject and course number if the course you tutored for is not a Bryn mawr course

**Round time
(paid every
15 min)**



Peer Tutoring Program <no-reply@wufoo.com>

Mon 4/15/2019 9:18 PM

Esther Kim



Thank you for submitting your Tutor Appointments Report. Below is the information that you submitted for your records.

Tutor Appointments Report

Tutor's Name *	Tutor's Name
Tutor's Email *	
Type of Meeting *	Tutor Meeting
Tutee's Name *	Tutee's Name
Tutee's School *	Bryn Mawr
Date of Meeting (in MM/DD/YYYY format) *	04/15/2019
Time of the Meeting (i.e. 3:30 PM - 4:30 PM)	5:00 PM - 6:00 PM
Did the tutee show? *	yes
Length of Appointment (in hours) *	1.00
Length of Preparation Time (in hours) *	0.50
Subject Tutored or Scheduled to be Tutored (if a Bryn Mawr course) *	Psychology
Psychology Courses	B105 - Introductory Psychology

After you submit the Tutor Appointment Report, you will **receive an email** from Wufoo with a copy of the information you entered in it. This should be useful when **recording your timesheet** later, since you can just copy down any information you need from the form to the timesheet.

- You can go to “Payroll Instructions” in Moodle page if want to review
 - Note: some information may be out of date such as pay rate which is \$14/hour this academic year

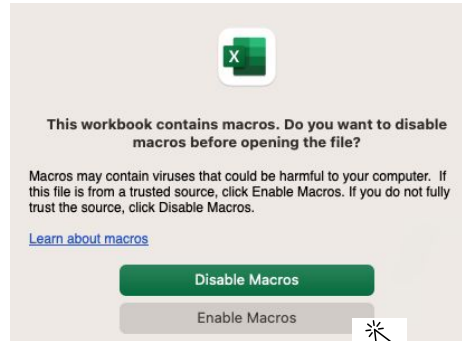
Step 2: Timesheet on Excel

- You can download timesheet from “Sample Student Timesheet” on Moodle

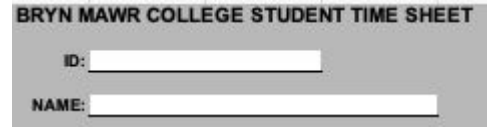


Sample Student Timesheet
(\$14/hr)

- Make sure to enable Macros so can allow spreadsheet to fill in correct dates and calculate total hours



- Type in your name and student ID

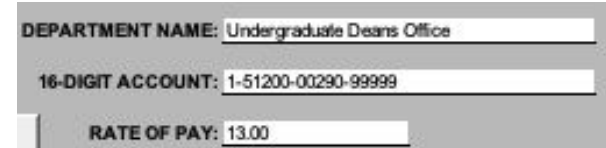


BRYN MAWR COLLEGE STUDENT TIME SHEET

ID:

NAME:

- Every Peer Tutor should have these same information
 - Yes, even the 16-digit account
 - 1-51200-00290-99999

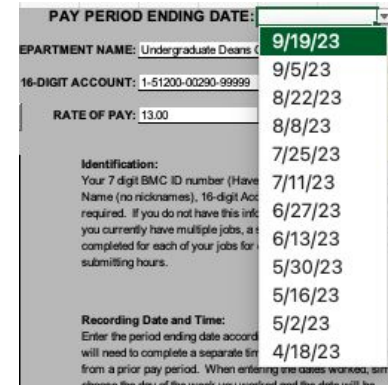


DEPARTMENT NAME:

16-DIGIT ACCOUNT:

RATE OF PAY:

- Allowing macros lets you select the pay period end date
 - Pay period end date biweekly on Tuesdays**



PAY PERIOD ENDING DATE:

DEPARTMENT NAME: Undergraduate Deans Office

16-DIGIT ACCOUNT: 1-51200-00290-99999

RATE OF PAY: 13.00

Identification:
Your 7 digit BMC ID number (Have Name (no nicknames), 16-digit Account required. If you do not have this information, you currently have multiple jobs, at least one completed for each of your jobs for submitting hours.

Recording Date and Time:
Enter the period ending date according to the calendar. If you are submitting from a prior pay period, you will need to complete a separate time sheet. When entering the dates worked, simply choose the row of the week you worked and this date will be entered for you.

9/19/23
9/5/23
8/22/23
8/8/23
7/25/23
7/11/23
6/27/23
6/13/23
5/30/23
5/16/23
5/2/23
4/18/23

- Choose the day of week you tutored/trained
 - Will automatically fill in date after entering pay period ending date (won't let you type the date in)
- Enter your time in and out
 - Report total amount (prep time + meeting) in one block
 - Ex. don't report two separate blocks (one for prep time on Tuesday and other for appointment on Wednesday)
 - Instead, report in one block like Wednesday (prep time + meeting)
- NOTE: DATE AND TIMES HAVE TO MATCH WITH WUFOO FORM OR ELSE YOU MAY NOT GET PAID ON TIME!!!**

Record Time In and Time Out for each day worked.

Week 1	Date	Time In	Time Out	Regu
Wed				
Thurs				
Fri				
Sat				
Sun				
Mon				
Tues				



Record Time In and Time Out for each day worked.

Week 1	Date	Time In	Time Out	Regu
Wed	9/6/23			

Week 1	Date	Time In	Time Out	Regular
Wed	9/6/23	4:30 PM	5:30 PM	1.00

Time Entry
 Enter time in the following format:
 HH:MM AM or HH:MM PM
 Example:
 8:30 AM or 12:00 PM

Subtotal Week 2: [] [] supervisor's signature.

Grand Totals: [1.00]

Pay Period Total Hours: [1.00] **Print Time Sheet**

Employee Signature: My Name Date: 9/19/23

Supervisor Signature: _____ Date: 9/19/23

Supervisor's Printed Name: Rachel Heiser

- Every Peer Tutor should have the **Supervisor's Printed Name (Rachel Heiser)** and the Date
 - You can put down the date of the pay period ending period for both Employee and Supervisor
- **Print your Timesheet**
- **Make sure to sign** under "Employee Signature"
 - Recommend to sign with dark colored pens

- If you tutor the day the pay period ends, it goes to next pay cycle:
 - You can either submit Wufoo report with correct date but on timesheet as first Wednesday of following pay period
 - Ex. Wufoo says Tuesday, September 19th while Timesheet says Wednesday, September 20th

OR

- Submit both Wufoo report and timesheet as first Wednesday of following pay period cycle
 - Ex. Both Wufoo and Timesheet say Wednesday, September 20th
- You can go to “Payroll Instructions” in Moodle page if want to review
 - Note: some information may be out of date

Step 3: Drop off Timesheet

- There is a folder labeled “Peer Tutors” where you can drop off your timesheet in Campus Center near restrooms
 - TIMESHEETS due biweekly on Tuesdays at noon
 - Lillian will send biweekly email reminders
 - DO NOT SUBMIT YOUR TIMESHEETS TO CARTEF OR IN THE CAMPUS CENTER TIMESHEETS DROP OFF BIN!!!
- If any issues arise, please email Lillian (lbelzer@brynmawr.edu)
- If there are any discrepancies between your Wufoo form and Timesheet, I will email you

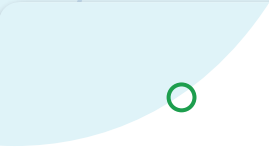


**Any questions about
Getting Paid?**





**Are there any ideas
and/or suggestions for
the trainings?**



Thanks!

Do you have any questions?



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