

Tutor Guidelines

Office of Student Services, Northwestern University

PLEASE READ ALL INSTRUCTIONS, PROCEDURES, AND GUIDELINES BEFORE TUTORING

BEFORE YOU TUTOR

- **Tutor Training** All prospective tutors must complete a tutoring training prior to being on-boarded as a tutor.
- **HR Onboarding Materials** (sent to your Northwestern email address) must be completed and submitted online to HR prior to working as a tutor. In addition, you must present (in person) an acceptable and original form of ID from the “List of Acceptable Documents” to HR for payroll purposes. HR is located on the ground floor of The Commons. You may not tutor and will not be paid until this step is completed. ***If you have received a paycheck from the university in the past 24 months, you should NOT need to resubmit paperwork to HR.*

TUTORING TIME AND PAYMENT

- **Timesheets** must be submitted on time in order to receive your paycheck the next week. Please be aware that the Office of Student Services will audit time sheets periodically.
 - **For tutors who also hold a Federal Work Study position on campus** - paper timesheets are available in the Student Services Office or on the Tutor Training Canvas site and must be turned in by noon every other Thursday.
 - **For tutors who do not hold a Federal Work Study position on campus** – tutor time is recorded using UltiPro, which is accessed through the student portal. Tutors must clock in and out in real time, and UltiPro timecards must be submitted for approval via UltiPro by midnight every other Saturday.
- **Paychecks** will be directly deposited into your bank account through the Payroll Office in Business Services. If you did not sign up for direct deposit, your check will be mailed to the address on file with HR.
- **Pay Rates** – Payment for tutoring is \$15.00 per hour. You will be asked to do group tutoring at a rate of \$20.00/hour for two students and \$25.00/hour for three students. You will be paid only for tutoring students who have been assigned to you by Student Services. Large/open group tutors will be paid \$25/hr.
- **Prep Time** – If you spend time preparing for your tutoring sessions, you should reflect this as “prep time” on your timesheet; the pay is \$11 per hour. Prep time cannot exceed half the time of your tutoring sessions.
- **Tutoring Sessions** – Small group tutoring should not exceed 2-3 times per week and total no more than 6 hours per week. Large/open group tutoring is offered weekly for 1-2 hours. Tutoring is designed as additional academic support to clarify and conceptualize material and assist in developing study strategies to manage the large volume of information.

TUTOR EXPECTATIONS & GUIDELINES

- Prior to meeting with tutees, please discuss their needs, concerns, study habits, etc.
- Tutoring is an academic support; not a substitute for class or lab attendance and students are expected to attend all classes and labs for which they are receiving tutoring.
- Tutoring should be an interactive process in which active learning takes place. Tutoring should not be a passive re-teaching of the material.
- You and your tutee will be notified via email when tutoring services are discontinued due to improved academic standing. At that time, you may be reassigned another student(s) in academic jeopardy.
- In situations where a tutor is unavailable for a short period of time, a substitute tutor may cover for the absence. However, this substitution must be approved by Student Services in advance for the substitute tutor to be paid.
- Confidentiality is important. Please do not discuss your tutee’s academic situation outside of the tutoring group.
- Your own studies should remain your number one priority.

Please contact Rachel Hall (rhall@northwestern.edu) or Dr. Carrie Torgerson (ctorge@northwestern.edu) with any questions of concerns. For issues with the UltiPro system, please contact hrihelpdesk@northwestern.edu.