A Message From the Coordinator

Dear Tutor:

Congratulations on being selected to serve as a tutor for Hofstra University students. Your distinguished academic experience and expertise in your field provide you with an opportunity to impart this knowledge to others who seek such excellence for themselves.

Serving as a tutor for the University Tutorial Program is a responsibility that should not be taken lightly. Students who seek your help are experiencing difficulty in a course that may be needed as a requirement for their major or for graduation. Or perhaps there has been a history of difficulty in a particular subject, and in anticipation of these difficulties, students seek a tutor to overcome a past poor performance in that subject. In either case, their success may be determined in part by your knowledge, commitment, and professionalism.

Work hard to display empathy for your students; remember what it is like to be on the other side of the tutor-student relationship. Express your pleasure in being their tutor through your enthusiasm for the subject matter. It is important to display honesty, concern, and patience during each tutoring session. By doing so, you will enable the students you work with to relax, to increase their confidence, and to achieve the ultimate goal---learning.

We require that all tutors learn and abide by the guidelines set forth in this handbook and that tutees are aware of their responsibilities as a tutee. To this end, after reading the University Tutorial Handbook in its entirety, please take a moment to complete the Tutor Contract on page 29. This form must be completed and on file in our office before you will begin to receive assignments, or you begin your tutorial assistance.

If you need any assistance, or have any concerns, please feel free to contact a member of the UTP staff at (516) 463-4953. It is my pleasure to work with you. Have fun!

Sincerely,

Rachel Peel, B.A.
Assistant Dean and Coordinator
University Tutorial Program
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Being a Tutor</td>
<td>4</td>
</tr>
<tr>
<td>Tutoring Sessions - One Step at a Time</td>
<td>5</td>
</tr>
<tr>
<td>Tutoring Tips</td>
<td>6</td>
</tr>
<tr>
<td>Establishing a Rapport with the Students You Tutor</td>
<td>7</td>
</tr>
<tr>
<td>Creating Productive Tutoring Sessions</td>
<td>8</td>
</tr>
<tr>
<td>NOAH and Athletic Tutors</td>
<td>9</td>
</tr>
<tr>
<td>Tutor Responsibilities</td>
<td>10</td>
</tr>
<tr>
<td>Additional Responsibilities for Tutoring Student-Athletes</td>
<td>11</td>
</tr>
<tr>
<td>Forms</td>
<td>12</td>
</tr>
<tr>
<td>Explanation of Each Form</td>
<td>13</td>
</tr>
<tr>
<td>Application to Become a Tutor</td>
<td>14</td>
</tr>
<tr>
<td>Tutor Contact Form</td>
<td>15</td>
</tr>
<tr>
<td>UTP Time Card</td>
<td>16</td>
</tr>
<tr>
<td>Payroll Time Sheet</td>
<td>17</td>
</tr>
<tr>
<td>No-Show Report Slip</td>
<td>18</td>
</tr>
<tr>
<td>UTP: Tutor Evaluation</td>
<td>19</td>
</tr>
<tr>
<td>Getting Paid</td>
<td>21</td>
</tr>
<tr>
<td>Tax information and maximum hours</td>
<td>22</td>
</tr>
<tr>
<td>Time sheets and paycheck information</td>
<td>23</td>
</tr>
<tr>
<td>Hourly rates, Group Work, and No Show Policy</td>
<td>24</td>
</tr>
<tr>
<td>On Call Employees</td>
<td>25</td>
</tr>
<tr>
<td>Policies and pay rates</td>
<td>26</td>
</tr>
<tr>
<td>Tutorial Labs</td>
<td>27</td>
</tr>
<tr>
<td>Subjects with lab-only policy</td>
<td>28</td>
</tr>
<tr>
<td>Tutor Contract</td>
<td>29</td>
</tr>
</tbody>
</table>
ON BEING A TUTOR
## Tutoring Sessions - One Step at a Time

**Welcome**

Establish a relaxed, pleasant atmosphere in which to work with your student.

**Relax**

Establish a friendly, supportive relationship with your student.

**Inquire**

Determine the student’s expectations of tutoring sessions and his or her expectations of you. Gather information about past academic experiences; it is best to do this by asking open-ended questions.

**Care**

Display your own interest in the subject that you are tutoring. It is unlikely that students will learn from tutors who care little about the subject they are discussing.

**Work**

Get down to work discussing, probing, and exploring the subject at hand. Foster independence by asking open-ended questions and listening intently to the student’s responses.

**Praise**

Build student’s confidence whenever possible. Praise the student for correct answers. Use positive reinforcement.

**Assess**

Allow the student time to evaluate his or her progress; the tutor should evaluate the student as well. Offer constructive feedback. Be sympathetic to a student’s frustrations.

**Plan**

Discuss with the student a general tutoring plan for the semester. Each week the tutor and student will prepare for the next session by establishing assignments and making a plan.

**Act**

The tutor should act ethically and adhere to a high standard of conduct at all times.

**Give**

The tutor should never give up; patience and sensitivity should always be displayed.
Tutoring Tips

Helping to Find Problem Areas

• Don’t accept that your students are having trouble with *everything*; ask them to be **more specific**.
• Ask students to tell you what they *do* know.
• Have your students begin work on their own.
• Watch your students work; make note of where they get stuck.
• Don’t assume a student does or does not know something; it is always best to ask.
• Ask students to identify problems/questions which can be addressed during tutoring sessions.

Explaining and Clarifying

• Come up with a few different ways to explain a concept.
• Make explanations easy to comprehend by using simple terms.
• Use interesting examples illustrate your points.
• Go back to basics if, and when, necessary.
• Try to show the underlying logic or reason for doing something a certain way.
• Always check for understanding. Ask your students to explain what you have said; clarify if necessary.

Fostering Independence

• Let the students do the writing during tutoring sessions.
• Never do the student’s homework or just give out the answers. Help students to understand the concepts so that they can get the answers or complete assignments themselves.
• After working out a problem together, have your students work on a similar one without your assistance.
• Let students come up with their own ideas, as well as identify and correct their own mistakes.
• Increase their self-reliance by encouraging students to refer to a dictionary, index, glossary, etc.
• Build self-confidence! Accentuate the positive: point out what has been done well before discussing what is wrong or omitted.
• Express your confidence in the student’s abilities.
Establishing a Rapport with the Students You Tutor

Show that you feel good about tutoring:
• Be on time.
• Express your enthusiasm for the subject in which you are tutoring.

Display empathy for your students:
• Be willing to listen.
• Inquire about their concerns.
• Share some of the concerns or problems that you had in the class.
• Offer strategies that you found helpful in resolving the problems you experienced.

Be honest and open to develop trust:
• If you don’t know an answer, don’t pretend you do.
• Don’t assume the student knows a concept - ask.
• Offer both positive and negative feedback.

Show genuine concern for your students as individuals:
• Get to know a little bit about them.
• Ask about their week or how their other classes are going.

Help students relax and gain self-confidence:
• Express your confidence in their ability.
• Encourage them to do their best.

Be patient:
• Explain points several times and in several different ways if necessary.
• Never talk down to the students you are tutoring.
Creating Productive Tutoring Sessions

Use time wisely:
• Always be prompt.
• Establish goals and/or work to be covered at the beginning of the session.

Promote independence, not dependence:
• Don’t do students’ homework for them; help them to understand the concepts so that they can do their homework themselves.
• After an explanation, have a student explain it back to you; quizzing students is always a good idea.
• After working out problems together, have student work on similar ones on his or her own.
• Encourage students to come up with their own ideas, as well as attempt to identify and correct their own mistakes.

Give helpful explanations:
• Be creative. Use examples that are understandable and of interest to the student.
• Go back to the basics if necessary.
• Illustrate the underlying idea behind a concept; don’t merely say “it’s just done that way.”

Be directive if necessary:
• If you feel the student should put in more time to be successful in a certain subject, tell him or her so.
• Give weekly assignments.
• Describe to students how you want them to prepare for each session.
NOAH and ATHLETIC tutors

Tutors who work with NOAH students and student athletes not only serve as tutors, but as examples of academic dedication, achievement, and integrity. UTP expects the tutors who work with these programs to recognize the unique experiences, time commitments, and difficulties of those students who are enrolled in the NOAH Program or who are juggling the dual roles of full-time student and student athlete. Tutoring students in these programs requires a high level of dedication, patience, persistence, and responsibility.

Because of the unique nature of the job, we reserve these tutoring positions for the most flexible, committed, and professional tutors.

• NOAH tutors should have proficiencies in developmental math, English, and reading. Given the availability of positions, and provided that a tutor remains in good academic and ethical standing, UTP expects its NOAH tutors to make a long term commitment to serving as tutors.

• Athletic tutors should have proficiencies in the distribution/core courses, introductory courses, and have a specialization in math, English, business, physical education or foreign language. Athletic tutors are expected to commit to the entire semester, with the understanding that their assignment to an athletic study hall is on a semester basis. However, given the availability of positions, and provided that a tutor remains in good academic and ethical standing, UTP expects its athletic tutors to make a long-term commitment to serving as tutors.

Please indicate on your tutor contact card if you are interested in working as an athletic or NOAH tutor. You will be contacted once positions become available.
Tutor Responsibilities

As a tutor with the University Tutorial Program, you will be expected to accept the following responsibilities:

- Make a commitment to be available to tutor for the entire semester. Your students deserve your vested commitment.
- Be available to work with a minimum of five (5) students per semester.
- Have and maintain a cumulative grade point average of 3.25 and above as an undergraduate, and/or 3.50 and above as a graduate student for the duration of employment. Tutors must have passed the course(s) that they tutor with a B+ or better in order to be eligible to work.
- Effectively assist the student in understanding areas and topics in the course(s) with which they are experiencing difficulty.
- Attend all scheduled tutorial sessions on time. Consistent lateness and/or failures to attend are unacceptable and will result in termination from the UTP.
- Maintain contact with the UTP staff in the event of any concerns/problems. Keep the UTP staff aware of any address or telephone changes.
- **Attend the mandatory tutor training.**
- Attend all tutor meetings. Returning tutors will be paid an hourly rate for their attendance; you must include these hours on your time sheet in order to be compensated for them.
- Conduct all sessions on campus in the Netherlands Cafeteria, the Main Cafeteria, Library, Computer Labs, Language Lab, or Athletic Study Hall. These are the only acceptable locations for tutoring.
- Adhere to the limits imposed upon the students receiving tutoring: students are eligible for one **1.5 hour tutoring session per week**, per course. Any changes may only be made with the Coordinator's approval. It will not be acceptable to combine 2 sessions in one week.
- Have the students you tutor sign the UTP time sheet at the end of each session. Their signature will ensure that you will be paid for that session.
- **Submit both the UTP and blue Payroll time sheets on the 15th and last day of each month:**
  A. If these dates happen to fall on a Saturday or Sunday in a particular month, then time sheets must be submitted on the Friday prior to the 15th or last day of the month.
  B. Time sheets should be in the Coordinator’s office by 4:30 p.m. on the above dates.
  C. Those tutors who do not cooperate with this policy will not be invited back to serve as tutors for subsequent semesters.
- Submit a completed No-Show Slip for each student who misses a session. These slips must be received and date stamped by the UTP office in 101 Memorial within 48 hours of the missed session.
Additional Responsibilities for Tutoring Student-Athletes and Athletic Study Halls:

- Tutors are not permitted to tutor a course during a semester in which they are teaching any section of that same course.

- Tutors who have the responsibility of grading papers for a particular course may not tutor that course.

- Tutors are expected to maintain confidentiality in all areas regarding student-athletes. Do not discuss the student’s academic concerns with other students, faculty, or members of the media. Doing this would be a violation of the student’s right to privacy under the Family Educational Rights and Privacy Act of 1974.

- Tutors are required to adhere to all NCAA regulations regarding their involvement with student-athletes. Tutors are prohibited from providing photocopies for student athletes, proofreading without the student-athlete being present, or providing typing/editing services for the student-athlete.

- All tutoring is to be conducted in UTP approved tutoring locations. Special circumstances can qualify for an exception if approved by the UTP office in advance.

- Tutors are only allowed to help the student-athlete with their assignments. Under no circumstances should the tutor prepare assignments for the student-athlete.

- All tutors are expected to be prompt and remain for the duration of the study hall.

- Any tutoring not done during regularly scheduled study halls or during a regularly scheduled session must be approved by the UTP office in advance.

- Tutors are expected to advise the UTP in advance if they are unable to attend study hall or keep a scheduled tutoring appointment.

- Tutors should understand that their employment is on a temporary, part-time basis, and that the UTP cannot guarantee any employment beyond a given semester. Tutoring for the UTP does not qualify the tutor for any University employee benefits.

- Tutors are required to notify the UTP if a student is a no-show for a prearranged session. The tutor and student must clear the next session with the student’s Academic Counselor.

- Any problems with students and/or study halls should be reported to x34955.
FORMS
Forms

Though forms may seem pointless, they are essential ways to document and monitor the workings of the Program, its tutors, and its tutees. We ask your help in this documentation process. Many of the forms have been revised, condensed, and/or changed. Please make yourself familiar with these forms. There are several forms that track the tutoring process from beginning to end. This section of the handbook is designed to familiarize you with these forms, because you will be responsible for the proper completion of some of them.

Application to Become a Tutor: This is the first step to becoming a tutor. It is designed to obtain all of the information necessary (address, phone, GPA, tutoring ability, references, etc). Only completed applications with transcripts and letters of recommendation will be reviewed.

Tutor Contact Form: This is an essential form designed to provide the tutor, student, Coordinator, and staff with a record that contact has been made and that tutoring sessions have commenced.

UTP Time Card: This form lets UTP know that you have worked and that students attended sessions. Tutors will submit a card for each student and course they have been assigned. This form allows for indication of no-shows and group tutorials.

Payroll Time Sheet (computer processed form): This form makes sure you get paid the proper amounts. Fill it out completely, neatly, and hand it in on time to avoid any problems.

No-Show Report Slip: This slip documents when students do not show up for the sessions. All no-shows must be reported to UTP, by filling out this form completely and submitting it to the office in101 Memorial Hall. If a tutor wishes to be paid for his/her time, this must be submitted within 48 hours of the No-Show. There are no exceptions to this policy.

Tutor Evaluation of UTP: This end of semester form is designed to give the tutors a voice in the process of improving the Program. The form asks tutors open ended questions so as to allow room for them to explore possibilities and make any suggestions which they feel might aid in the improvement of the Program. Though the form is not anonymous, it is confidential, and it important for all tutors to realize the weight that their suggestions have in the process.
University Tutorial Program
Application to Become a Tutor

________________________________________________ __________________________
Applicant’s Name                   Date of Application

Full Permanent Address & Telephone Number

Full Local Address & Telephone Number

________________________________________________ E-mail Address
________________________________________________
Have you tutored for UTP in the past? Yes  No  If so, when? _______/_

Major ______________________________ Semester _______ Year _______

Status / Class Standing:  '__' Sophomore  '__' Junior  '__' Senior  '__' Hofstra Alumna/us

  '__' Hofstra Graduate Student  '__' Hofstra Faculty  '__' Not a Hofstra Student*  

(Please Check One)

*Individuals who are not Hofstra Students, Faculty, or Alumni must send an official transcript from the institution awarding highest degree to UTP Office.

All applicants must:  1) Submit two (2) letters of recommendation verifying tutoring ability. These letters should be from faculty members and/or professional references.  2) Be available for the entire semester. Students expect to work with a tutor from the point they request one until the end of the semester; therefore, tutors are expected to make a commitment for that duration of time as well.  3) Achieve and maintain a grade point average of 3.25 and above as an undergraduate, and/or 3.50 and above as a graduate student. In addition, they must have received a grade of B+ or better in the course(s) they wish to tutor.

Based on my performance in class or my previous education, I feel competent to tutor students in the following courses/disciplines:

Specific Course(s) / Discipline(s):________________________  Professor who taught your course:

________________________

________________________

Applicant’s Statement

I certify that the answers given are true and complete to the best of my knowledge. I authorize UTP to review my Hofstra transcript and/or I will have transcripts sent from my last institution of attendance. This review is for the purpose of verifying the grade I received in the course(s) I would like to tutor and my cumulative grade point average.

________________________________________________
Applicant’s Signature     Hofstra I.D Number     Date

For Office Use Only

GPA: __________
Highest Degree: __________
Rec. Ltrs. Rev'd.: 9
Rate: __________
**University Tutorial Program**

**Tutor Contact Form**

**Date:** _________________

Instructions for Using this Form

1. **The student and tutor** must contact each other *immediately* upon receiving this form to establish the **Date and Time of First Scheduled Tutoring Session** (see below).

2. **The tutor** will fill in the **Date and Time of First Scheduled Tutoring Session** in the space provided below once a mutually convenient meeting date/time has been established.

3. **The tutor** must return this form *immediately* to the UTP Office in Room 101, Memorial Hall with the **Date and Time of First Scheduled Tutoring Session** filled in below. Tutors who fail to return this form will not be compensated for tutoring the student named on this form.

<table>
<thead>
<tr>
<th>Tutor: ___________________________</th>
<th>Telephone Number: __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student: ________________________</td>
<td>Telephone Number: __________</td>
</tr>
<tr>
<td>Scheduled to Tutor: __________________________</td>
<td>(Course Number and Course Title)</td>
</tr>
<tr>
<td><strong>Date and Time of First Scheduled Tutoring Session:</strong> ____________</td>
<td>Day</td>
</tr>
<tr>
<td>(To be completed by tutor)</td>
<td></td>
</tr>
</tbody>
</table>

**Remember:**

- Tutoring sessions must take place on campus in either the Netherlands Cafeteria, Main Cafeteria, library, computer lab, Language Lab, or Athletic Study Hall, Tutorial Room.
- Sessions are scheduled once per week for 12 hours. The Coordinator’s permission is required if additional time is necessary.
- No-Shows must be reported to the UTP Office within 48 hours after they occur if a tutor wishes to be paid for his/her time.

White.....Tutor Copy to return to UTP  Green.....Tutor Copy  Yellow.....Student Copy  Pink.....UTP Database
(Copy of UTP time card goes here)
(Copy of Payroll Time Sheet goes here)
University Tutorial Program

NO-SHOW REPORT SLIP

This form must be submitted to the UTP Office in 101 Memorial Hall 48 hours after the No-Show has occurred if a tutor wishes to be paid for his/her time.

After waiting 15 minutes, I, ________________________________, declare that ________________________________ missed
(Tutor’s Name)                                           (Tutee’s Name)
his/her __________________________ tutoring session scheduled for __________________________ at __________________________.
(Subject)           (Day and Date)        (Time)

Tutor’s Signature __________________________________________________________      Date _______________________________

Date Received ____________________________________________________________      Tutor’s Pay Rate _____________________

COPY DISTRIBUTION: White.....UTP Director    Yellow...... Special Department    Gold..... Tutor    %    Letter Sent ù Entered into Database ù
GETTING PAID
Getting Paid

For additional information on the forms mentioned in this section, please consult the section entitled Forms in this manual. A portion of the information contained in this section has been taken from the Student Employment Handbook. A copy of the Student Employment Handbook may be obtained from the Office of Student Employment located in the Human Resources Center. Exceptions to any of the rules below can only be granted by the Coordinator of the University Tutorial Program.

**Taxes and Withholding:** Every employee of Hofstra University is required to complete a W-4 Federal Tax Withholding Form and an I-9 Employment Eligibility Form. Once you are on the Hofstra payroll, you do not have to file new forms while you continue as a Hofstra employee unless you wish to make a change, either in exemptions, name, or address. All changes must be made at the Payroll Office located in the Human Resources Center. **ALL student earnings are considered taxable by the IRS.** You will receive a W-2 Statement of Earnings form at the end of each calendar year. This information is also reported to the IRS and New York State.

Hofstra students who are enrolled for a minimum of 9 credits per semester are exempt from FICA (Social Security) deductions. Students carrying fewer than 9 credits will have FICA deducted from their pay.

University guidelines restrict the maximum number of hours a person can tutor per week:

<table>
<thead>
<tr>
<th>Tutor Classification</th>
<th>Maximum Hours Per Week*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Student</td>
<td>25 hours</td>
</tr>
<tr>
<td>Graduate Student or Non-Student</td>
<td>25 hours</td>
</tr>
<tr>
<td>International Students</td>
<td>20 hours</td>
</tr>
</tbody>
</table>

* This number includes hours worked at UTP in addition to any other campus job.

**Please Note:** New York State law requires that students working more than 6 consecutive hours in any one day must take a break of at least **one-half hour**, for which they are not paid. Required break time **must** be on the time sheet as time not worked.
**Time Sheets:** All tutors must complete the UTP time cards and blue (undergraduate) or green (graduate and non-students) payroll time sheet.

- Time sheets must be submitted semi-monthly and should **not** accumulate over an entire semester.
- Time sheets are due in the UTP Office on the 15th and last day of every month. If these dates happen to fall on a Saturday or Sunday in a particular month, then time sheets must be submitted on the Friday prior to the 15th or last day of the month.
- They must be completely filled out with the appropriate and correct information.
- The UTP time cards must have corresponding student signatures for sessions.
- Failure to comply to this will result in either a delay in payment or no payment; termination of employment will be the final result for those who do not comply with the above responsibilities.

**Warning:** Any student found responsible for forging a supervisor’s signature, or a student’s signature, or listing hours not worked will be subject to University disciplinary action and may be barred from all future on-campus employment.

**No Show Report Slips:** If the tutor submits the requisite No Show Report Slip to the UTP office within 48 hours of the No Show, then the tutor will be remunerated for 50% of the agreed session. The tutor will complete his/her time sheet by submitting in minutes for 50% of the agreed tutorial session and highlighting this as a No Show.

*examples:* 90 minute tutorial session will be indicated as 45 minutes on the time sheet 60 minute tutorial session will be indicated as 30 minutes on the time sheet.

**Paychecks:** Tutors are paid by check payable to the tutor. Tutors who live in university housing may pick up their checks at the Payroll Office. All others will have their checks mailed to their home or off-campus address. Earnings cannot be applied to any University bill.

**Pay Dates:** Hofstra has a semimonthly payroll, which is **not** equal to two weeks. The pay dates are the 15th and last day of each month. Should a pay date fall on a weekend or holiday, paychecks are available on the closest prior weekday. There is a pay period delay for all student employees. Hours worked the first half of the month are paid at the end of the month; hours worked the second half of the month are paid on the 15th of the following month.

**Problems with Paychecks:** Students who work and submit complete time sheets on appropriate dates and do not receive paychecks or whose paychecks appear to be incorrect should immediately report this to the Payroll Office and, if necessary, to the Student Employment Office.

**Late Time Sheets:** Payment for time sheets submitted late will be added to the payment for the time sheets for the next following pay period. Time sheets that are over a month late are **not** acceptable. Those who consistently do not cooperate with this policy will not be invited back to serve as a tutor for subsequent semesters.
Hourly Rates

<table>
<thead>
<tr>
<th></th>
<th>Tutor is an Undergraduate Student</th>
<th>Tutor has received a Bachelor's Degree</th>
<th>Tutor has received a Graduate Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual (one-to-one) Rate</td>
<td>$10</td>
<td>$14</td>
<td>$18</td>
</tr>
<tr>
<td>Group Rate</td>
<td>$20</td>
<td>$28</td>
<td>$36</td>
</tr>
<tr>
<td>Study Hall Rate</td>
<td>$20</td>
<td>$30</td>
<td>$40</td>
</tr>
</tbody>
</table>

- Students are paid an hourly rate for actual hours worked. There is no pay for vacations, sick leave, holidays, or lunch.

- In order to accommodate the current University Payroll structure we require that you designate two of the three pay options above. Each rate will require that a separate time sheet be completed. The rates will be expressed on your work permit which will be signed both by you and the Coordinator. The second option will be paid by completion of the evening shift bubble on the time sheet.

Working with Groups

Payment scenarios are as follows:

- Tutoring in groups of either two or three students will earn the designated group rate.
- Groups of four or more are reserved solely for Study Halls authorized by the University Tutorial Program.
- Labs (QM, CSC, English, Chemistry) will be paid at the group rate.

No-Show Policy

When a student fails to notify the tutor 24 hours in advance that he/she cannot attend a scheduled tutorial session, and the tutor waits 15 minutes for the student, the tutor is permitted to enter a No-Show on his/her time sheet. The tutor must then fill out a No-Show slip. This form must be submitted to the University Tutorial Program Office in 101 Memorial Hall within 48 hours after the No-Show has occurred if a tutor wishes to be paid for his/her time. The tutor will be paid for 50% of the agreed tutorial session.

The University Tutorial Program No-Show pay policy is designed to compensate tutors who arrive expecting to work, only to find that the tutee does not show up for the scheduled session. The No-Show pay policy applies to both individual and group tutorial sessions.
ON CALL EMPLOYEES
On Call Employees

At the start of each academic year, On Call employees must elect whether they wish to tutor either individual or group tutorial sessions. On Call employees can only be remunerated for one pay scale, that of individual or group.

All On Call employees must complete and return the requisite payroll data, public safety, sexual harassment policy, confidentiality agreement, tax forms, and employment verification forms upon application to the University Tutorial Program. On Call employees must have these forms approved and a Hofstra identification number assigned to them before any tutorial sessions can commence.

On Call employees are paid at an hourly rate for actual hours worked. There is no pay for vacations, sick leave, holidays or lunch.

On Call Employees ** Hourly Rates

<table>
<thead>
<tr>
<th></th>
<th>Tutor has received a Bachelor’s Degree</th>
<th>Tutor has received a Graduate Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Rate</td>
<td>$14</td>
<td>$18</td>
</tr>
<tr>
<td>Group rate</td>
<td>$28</td>
<td>$36</td>
</tr>
<tr>
<td>Study Hall Rate</td>
<td>$30</td>
<td>$40</td>
</tr>
</tbody>
</table>

- Labs (Chemistry, QM, English, CSC) will be paid at Group Rate
- Remuneration policies and procedures regarding No Shows remains consistent with Hofstra University UTP policy for tutors who are matriculated students at Hofstra University.
TUTORIAL LABS
TUTORIAL LABS

In order to accommodate the heavy demand for Chemistry, QM, and Computer Science tutoring, the University Tutorial Program will provide tutorial assistance in a lab format only for certain courses.

There will be **NO** one-to-one tutoring in the following subjects.

- Chemistry 3A/3B, 4A/4B
- QM 001, QM 122
- CSC 005, 12, 14, 15, 16, 24 and above

Schedules for these labs will be posted in the UTP Office.
In an effort to ensure that Hofstra students receive the highest quality of service, we require that all tutors learn and abide by the guidelines set forth in this handbook. To this end, please take a moment to complete the contract below. Upon completion, it must be signed and returned to the Office of the Coordinator before you may receive your first tutorial assignment.

*Please initial each statement:*

_____ I, the tutor, have read the section titled “On Being a Tutor.” I understand and will incorporate the principles set forth, as they pertain to my tutee(s), into my sessions.

_____ I, the tutor, have read the section titled “Tutor responsibilities.” I understand and will abide by the guidelines set forth as they pertain to myself and my tutee(s).

_____ I, the tutor, have reviewed the section titled “Forms.” I have a working knowledge of the forms described and will relay any questions I have in reference to their proper completion to a member of the UTP staff.

_____ I, the tutor, have reviewed the section titled “Getting Paid.” I have a working knowledge of the guidance set forth by UTP, the Office of Student Employment, and the Payroll Office. Should I have any additional questions in reference to payment, I will contact a member of the UTP staff.

_____ I, the tutor, understand that employment with UTP is on a temporary, part-time basis, and that UTP cannot guarantee any employment beyond a given semester. I also understand that failure to comply with UTP policies and procedures may result in me not being invited to serve as a tutor for future semesters.

_____ I, the tutor have received and read the University Tutorial Program Procedures Manual. In addition I understand and agree to comply with these policies and procedures

Name: ________________________________

Telephone Number: _______________________

Signature: ________________________________

Date: ______________