

COB PRIVATE TUTOR GUIDELINES

Becoming a tutor can be a rewarding experience. Asking for help is not easy for any student to do, and when they do ask, you know it is important. Take your role seriously. Every tutor has their own style, but it is best to keep some simple guidelines in mind to help facilitate the experience for both you and the tutee (person being tutored).

- Be upfront and clear about the following (best to have them in writing before starting):
 - How much you charge (this will also show on our website; max is \$20/hr)
 - How you collect your fee (e.g. do you use PayPal, cash, check, Venmo)
 - When you collect your fee (e.g. beginning of each session, after the session)
 - How long are your tutoring sessions
 - Your availability throughout the term
 - What is your no-show or late policy
 - Where are appropriate places to meet (recommend meeting in local, public place)
 - Are you open to virtual tutoring or not (e.g. via Zoom, Skype, etc.)
 - What is the best way for the tutee to contact you
- Be prepared to explain your prior experience with tutoring and the material, maybe even show your grade in the class
- Only offer tutoring to subjects you feel confident teaching (e.g. don't offer tutoring in statistics if you haven't seen or used it in over a year)
- Do not tutor for a section of a course for which you are currently a Teaching Assistant
- Come prepared to sessions. Ask tutee what chapters/subjects they are studying, and look over material beforehand, or come with some example questions for them. Being an effective tutor is more than just being there to answer questions when they arise. Try to anticipate problem areas, give your student things to think about, offer tips that helped you learn the material, and review the course syllabus and assignments.
- Show up on time. Notify tutee if you will be late or need to reschedule. Exchange numbers.
- Take some time to work through the OSU Peer Educator Training Modules https://success.oregonstate.edu/peer_ed_training They will provide some helpful examples, videos, and tips to becoming an effective tutor.
- Keep your information updated on the website by using the appropriate forms for updates or removing your name from the list.

Keep in mind, OSU and the College of Business, are not responsible for determining tutor qualifications or mediating any disputes that may arise between you and your tutee. You and your tutee own all aspects of the experience. However, your experience will be easier if you follow the guidelines.