



2009-2010

## APPOINTMENT-BASED Biology Peer Tutor Job Description

CTL peer tutoring emphasizes helping students develop independent learning skills. The tutor's job is to help students build their understanding of key concepts in concert with the methods and perspectives of the course as it is currently taught. While our tutors' content knowledge is useful in guiding their work with students, tutors focus on helping students develop strategic learning skills: how to ask meaningful questions of the material, how to develop systematic ways of understanding, and how to solve problems. Tutors are also trained in identifying and working with various learning styles helping students address the idiosyncratic ways they process and learn information. Sometimes students will seek out tutoring for help on a particular problem set in search of "the answer." The tutor's task is to help a student analyze his or her conceptual understanding and identify conceptual gaps, using the material he or she does understand as a platform for building a higher level of understanding. Tutors ask students questions and spend much of their energy helping students develop skills in explaining material. Tutors do not provide answers, but rather teach students how to think about and solve problems.

Appointment-based Peer Tutors meet with students in individual appointments that are made online. Small group tutoring can be arranged by special request. Tutoring is available from the first Sunday of the quarter until the last day of classes. By the second week of the quarter tutors are expected to set a schedule for the entire quarter with at least three hours of tutoring availability per week, though not all hours may be booked. Tutors may work as many as 10 hours per week and are responsible for the tutoring appointments that they schedule. They should be prompt to their appointments and meet with students in a mutually agreed-upon location. Tutors may apply to tutor as many courses as they wish. To support the tutoring program both logistically and methodologically, tutors are required to attend quarterly meetings. Tutors are also asked to assist in the recruitment, interviewing, and training of new tutors.

All new tutors must attend training in its entirety. Training will be provided through an "on-the-job" fall internship with a mentor tutor (4 hours, unpaid), and through CTL 120: Peer Tutor Training, a 1-unit course which meets the first weekend of Fall Quarter. You should plan to attend Friday evening and all day Saturday. You must participate in training even if you do not take this course for credit.