



**THE LEARNING CENTER**  
MATH | SCIENCE | WRITING  
MOUNT ST. JOSEPH UNIVERSITY®

## **PEER TUTORING POLICIES**

Peer Tutoring can make the difference between success and failure and can be a rewarding experience for both client and tutor. We're glad you've decided to get involved! Please review these policies carefully. Any questions?

Contact the Learning Center (TLC).  
[learning.center@msj.edu](mailto:learning.center@msj.edu) – 244-4202  
[mary.brigham@msj.edu](mailto:mary.brigham@msj.edu) – 244-4277

### **Client Responsibilities**

- ✓ Agree, with your Peer Tutor, on a day, time, place, and length for your sessions, and goals for your sessions.
- ✓ Be on time!
- ✓ If unable to keep a scheduled tutoring session, email the Learning Center or your Peer Tutor. Please cancel at least 24 hours in advance so that we can schedule someone else.
- ✓ Put forth your best effort by attending class and coming prepared to each tutoring session.

### **Tutor Responsibilities**

- ✓ Agree, with your Client, on a day, time, place, and length for your sessions, and goals for your sessions. It is recommended that the first session take place in the Learning Center, if that session takes place during the hours that TLC is open.
- ✓ If unable to keep a scheduled tutoring session, contact your Client. If you can't reach him/her, please call the Learning Center.
- ✓ Be punctual, patient, and prepared.
- ✓ Respect confidentiality.
- ✓ Attend or complete periodically scheduled (paid) Peer Tutor training sessions.

### **Missed Appointments**

Both the Peer Tutor and the Client should respect the other's time by being punctual and dependable. In the case of "No-Shows:"

- ✓ 15 minutes beyond the agreed-upon time is considered a "No-Show."
- ✓ Peer Tutors should email Client "No-Shows" to the Learning Center.
- ✓ Clients should email the Learning Center to report Peer Tutor "No-Shows."
- ✓ Any Client with two "No-Shows" will not be allowed to schedule further tutoring sessions during that term until they meet with the Associate Director of the Learning Center.

**EVERYONE'S COOPERATION HELPS MAKE THE PEER TUTORING PROGRAM  
A SUCCESS!**