



PEER TUTORING

STUDENT HANDBOOK

Abstract

We are excited to support you. The Student Life and Development Department (SLDD) offers academic assistance through the peer Tutoring programme which is designed to help you succeed in university. Our goal is to support and expand your classroom experiences.

SLDD
sldd@sta.uwi.edu

Dear Student,

You are encouraged to use the peer Tutoring and other services offered at the Student Life and development department, in addition to their academic courses, to develop their skills and competencies. Tutoring services are provided through Peer Tutors who are postgraduate students intent on helping their fellow undergraduate students succeed. Our main goal in this programme is to ensure that students are assisted individually, to help build their self-confidence and prepare for independent academic success. The SLDD is open to all UWI students.

Thank you for coming to us to be your guide. Together we can make a difference in your academic journey. We welcome any suggestions and encourage your comments.

We look forward to working with and supporting you.

Regards
Jacqueline Huggins (Ph.D. M.Sc., B.Sc.)
Manager
Student Life and Development Department
Division of Student Services and Development

STUDENT POLICY

Application
Purpose
Background/Introduction
Policy and Procedure
Student expectation
Key relevant documents
Tutoring process
Document management and control

Application

Undergraduate Students from any discipline who need assistance in passing courses.

Purpose

To help undergraduate students who are experiencing academic difficulties.

Background/Introduction

The Student Life and Development Department (SLDD) is the first and most important “STOP” for high quality academic support for the diverse population throughout The University. The peer Tutoring program is one out of the myriad of services offered to students of The University of the West Indies. This programme is

geared at lending academic support to students who are in need of such. In order to do so, the SLDD seeks to identify suitable and qualified Tutors for various courses and then places them with respective students. The Tutors are paired with students for the duration of the semester up until the period of final examinations.

Policy

Student must:

1. Be registered, financially cleared and in 'good standing' with the University for the semester.
2. Be registered for the course.
3. Have an idea of what the issue is, with the course.
4. Have the course outline for the course.
5. Come prepared with a list of questions.
6. Follow procedure as outlined below

Peer Tutoring Procedure

1. You must complete an application form indicating the course/s for which a Tutor is needed.
2. You can get assistance for a maximum of three (3) courses

3. When a Tutor is assigned his or her contact information will be given to you and your information will be sent to the Tutor.
4. Your sessions are one and one.
5. You **MUST** contact the Tutor as soon as you receive the Tutor's contact information. Please note that the preferred mode of communication for this initial contact is via a telephone call and / or email.
6. When you meet the Tutor for the first time kindly introduce yourself and work out a mutual schedule that both you and the Tutor can work with. The date, time and place for sessions would be based upon mutual agreement between you and the Tutor. (*Face to face*)
 - a. During a pandemic, the initial meeting of the Tutor may be virtual. Treat with it as though you are face to face with the Tutor and introduce yourself as you would normally do and work out a schedule.
7. On meeting the Tutor ensure to present your course outline and discuss what the areas of concern are in the relevant course.

8. Tutors are assigned to you to assist in your problem areas NOT to teach you the course. Please ensure that you attend all your classes and Tutorials.
9. Students must contact the Department if any Tutor is not responding to email or not attending sessions.
10. Any student who does not follow the procedures of the programme will be called in to meet with the Manager.

STUDENT EXPECTATION

What should the student expect from a Tutoring session?

- It is very important for you to have an idea of what you want to work on.
- The session depends on what your needs are, so be sure to talk to the Tutor before you begin.
- Tutoring sessions do not replace class instruction, reading the text, or independent work, but do offer reinforcement, practice, clarification, and suggestions for improvement.

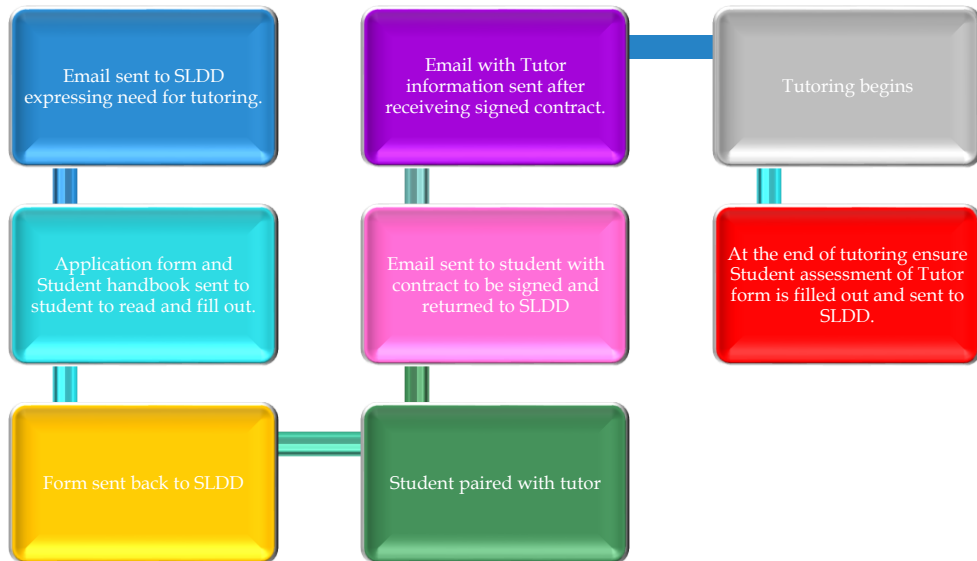
What a student should NOT expect from a Tutoring session.

- The Tutor will NOT do the work for you. Tutors will complement your work, reinforce your learning, provide you hints and suggestions for learning the material, and review with you but they will not replace good, honest, hard work.
- The Tutor will NOT “cram” with you. Do not expect to have a three (3) hour session the day before the exam.
- Students will NOT “drop off” homework or assignments for a Tutor to review, unless Tutor allows it. You should sit with the Tutor and discuss the work and your questions together.
- Tutors will NOT write a student’s essay. The Tutor’s job is to answer questions and make suggestions, but the words and ideas should be the student’s.
- Tutors will NOT edit/proofread an entire essay. Instead, they will answer specific questions.

Key relevant documents

- Student Assessment of Tutor Form (*External document*)
- Student Registration Form and Contract (*External document*)

Tutoring Process



Document management and control

Owner: Manager, Student Life & Development Department

Content manager: Student Services Assistant, International & Regional, Postgraduate & Mature Student Matters

Approved by:

Date approved:

Review date: December 2021

STUDENT LIFE AND DEVELOPMENT DEPARTMENT (SLDD)

Telephone: (868) 662 2002 - Extensions: 83921, 83866, 84103, 83774, 84254 ♦ Direct line: (868) 645-7526

♦ E-mail: sldd@sta.uwi.edu