



2018

Peer Tutoring Program Handbook



**Medical Student Academic
Advising and Academic Support
Services**

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Welcome to the EXCITING world of helping others achieve excellence.....

Dear Tutor/Mentor:

Welcome to the tutoring program and the Learning Resource Center at the University of Texas Rio Grande Valley School of Medicine (UTRGV).

In choosing to be a tutor/mentor, you have accepted an important and satisfying responsibility. As a peer tutor and mentor, you can assist another student to realize his or her academic potential. Your positive interaction with a peer student may make a critical difference in a student's educational endeavors. Your role involves both the command of SOM modules and strong interpersonal skills.

The purpose of this tutoring manual is twofold. First, it is to provide you with information specific to the tutoring program at SOM UTRGV. Secondly, it is a resource that may be of benefit to you as you build and improve your tutoring process. The information is designed to help you achieve the best results possible in the tutoring process as well as provide material that may assist you in becoming both an efficient and effective tutor. Feel free to email me, call, or stop by for additional information.

We look forward to working with you in the upcoming academic year!

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Mission Statement

The tutoring program at UTRGV School of Medicine provides opportunities and assistance for all students to develop the content-based, learning, and critical thinking strategies required for both academic and professional success. Our SOM Tutoring Program comprised of trained peer faculty tutors, forms supportive and collaborative relationships with students, assisting them to practice the active, collaborative, and problem based learning strategies they will use in the health profession. Tutoring services are available as follows:

1. Faculty Tutoring

Faculty members provide tutoring in their area of specialties that include but not limited to, biochemistry, microbiology, histology, anatomy, physiology, genetics, pharmacology, immunology, cell biology, molecular biology etc. Faculty tutors who are module directors or facilitators are also available at study halls and review sessions as needed.

2. Peer Tutoring

Selected Year 2 students/ peer tutors provide tutoring to Year 1 students. Peer tutors have successfully completed the SOM modules. These peer tutors have gone through prescribed training, and they are qualified to facilitate tutoring to their peers.

Tutor Responsibilities

While reporting to the Director of Medical Student Academic Support, peer tutors will provide an additional level of academic support to students wishing to receive help with their modules outside of the classroom environment. The Tutoring Program serves the dual purpose of providing an opportunity for tutors (who are also medical students) to reinforce their knowledge and critical thinking skills while simultaneously helping their colleagues achieve the same goal. Tutors will serve as a facilitator of the learning process, filling content gaps as needed.

Specific responsibilities include but not limited to,

- ✦ Providing individual or group tutoring curricular modules
- ✦ Facilitating review sessions for assigned tutees
- ✦ Collaborating with other peer tutors. Faculty tutors and module directors to facilitate review sessions to tutees as needed
- ✦ Assist with assessing and guiding the tutee's reasoning and problem solving skills
- ✦ Assisting tutees with best study skills practices
- ✦ Encourage tutees to conceptualize their understanding of basic science knowledge, practice integration and application of knowledge to all aspects of their learning experiences
- ✦ Assisting with monitoring the progress of your assigned tutees and reporting unusual behavior to the Director of Medical Student Academic Support
- ✦ Participating in scheduled tutoring debriefing sessions with the Director of Medical Student Academic Support

First Week of Tutoring



- ✦ Email your tutees to introduce yourself
- ✦ If at all possible arrange a meeting with your assigned tutees
- ✦ Exchange contact information including email addresses and phone numbers
- ✦ Agree on your tutoring logistics including possible meeting times, location, and mode of tutoring
- ✦ Tutor-tutee relationship should be strictly professional
- ✦ Be sure to make your tutees feel welcomed
- ✦ Tutees are to sign in for every tutoring session
- ✦ Inform tutees about your responsibilities, your expectations and the grand rules at your tutoring sessions.
- ✦ Inform tutees about the different surveys, and feedbacks they need to complete
- ✦ Discuss with your tutee(s) to determine areas, topics or specific questions that require your assistance
- ✦ Have all the tutoring materials with you. This is an indication of your preparedness

Tutoring Tips

Small Group Tutoring Tips

- ✦ Secure a good location and space that would accommodate everyone conveniently
- ✦ Be very sensitive to group dynamics and individual differences
- ✦ Involve everyone in the tutoring sessions
- ✦ Listen to your tutees needs and respond appropriately
- ✦ Be honest with your tutees if you do not know the answer to any questions. Solicit their indulgence to allow you time to look into it or consult with the module director.

Effective Tutoring Tips

- ✦ You should always decide on what would be discussed and covered so both tutor and tutee can be prepared for the tutoring session
- ✦ Encourage tutee's participation throughout tutoring sessions
- ✦ Always acknowledge accurate and good responses from tutees by saying something positive to them such as, "very good answer"
- ✦ Be diplomatic about responding to inaccurate responses so that feelings are not hurt
- ✦ Always debrief with your tutees to ensure the tutoring session was productive and worth their time
- ✦ Encourage them to provide feedback by completing an anonymous tutee evaluation at the end of every tutoring session

Other Tutor Expectations

- 📌 Know your tutees
- 📌 Be punctual
- 📌 Determine and set tutoring standards
- 📌 Be prepared for all scheduled tutoring sessions
- 📌 Be accommodating to all your tutees
- 📌 Attend all tutor training and debriefing sessions
- 📌 Be respectful and professional at all times
- 📌 Report all unusual circumstances to Dr. Azeke

TOGETHER
WE WILL

Helpful Study Skills



Share with your tutees:

- 🩺 Study skills that have helped you including some examples that they can relate to
- 🩺 experience with understanding your learning style, and the best learning and study strategies associated with it
- 🩺 experiences with pre-reading, concept mapping and time management and stress management

Required Tutor Logistics

Step 1: Completing HR and Student Employment Requirements

- 📌 Once the position has been approved by the Office of Human Resources (HR) you will each receive individual emails with links to the necessary documents prior to the start of your employment.
- 📌 These forms can be found at the Office of Human Resources [website](#):
 - ***I-9 Online***: This is to establish identity and eligibility to work in the U.S. Once completed you will need to stop by the Office of Human Resources and present two forms of original documents (birth certificate, driver's license, social security card, or passport) to certify the I-9 form.
 - ***Criminal Background Check (CBC) online***: This is for ALL new employees being hired for the first time as part-time or full-time.
 - ***On-boarding Documents***: These are for HR purposes only and are to be returned to HR.
- 📌 These documents are required by the Office of Human Resources and the Office of Student Employment, failure to comply will result in your status as a student tutor to be denied.
- 📌 It may take up to 3-9 working days to verify your I-9 and CBC. However, depending on the length of time to complete and submit the forms will determine the approval status of your student employment. *The longer you wait to complete these forms the longer it will take you to begin tutoring!*
- 📌 **You cannot begin tutoring services until ALL documents (On-Boarding Documents, I-9 Form, and Criminal Background Check (CBC)) have been completed and certified by the Office Human Resources, and the Office of Student Employment!**

Step 2: Uploading Resume on Career Connection

- 📌 You will need to upload your resume to Career Connection.
 1. Sign in to the website *my.utrgv.edu*

2. Click on Career Connection icon
3. You will have to make a profile – some of your information might already be stored, if so, look it over, make sure it is correct → fill in the blanks.
4. It will then ask you to upload a word document- *this is where you upload your resume or CV.*
5. Submit.
6. After you submit, it will go into pending status- *this is where you will have to go in person to review your resume with a Career Center Advisor.*

📌 You can visit or call (956) 665-2243 the Career Center and request to have your resume reviewed and approved by a career advisor during their Resume Walk-In Days (**Wednesday and Thursday from 12- 3:45 pm**) at the Edinburg campus.

📌 We will notify you by email once all departments have approved your forms.

Step 3: Access to Oracle

📌 Oracle is the time management application tool used to log in your worked hours. You can find this on your home applications page when you log into my.utrgv.edu.

📌 You will each receive an email individually once we get your approval status with an attachment on how to access Oracle.

📌 You must submit a timecard in Oracle on a semi-monthly basis in order to be paid.

📌 If you do not submit a timecard, we will receive notification by email.

Tutoring Hours: Tutors have a commitment of 3-5 hours per week that is compensated at a rate of \$15/per hour.

Paperwork: **Tutors will need to complete the Peer Tutor Form.** This is a **requirement** and must be completed and submitted in order to receive payment. The form must be completed in order to track and monitor our tutoring services. This will also be used to justify your hours worked and therefore, your pay. The manner in which the forms are completed is up to the tutor, however ***it is strongly recommended*** to complete and submit the form in conjunction with your timecards in order to avoid any interruptions with your pay. You can also find the Peer Tutor Form on Blackboard, or at our website som@utrgv.edu.

Payroll: Hourly employees are paid on a semi- monthly basis. Time Entry must be completed and approved via Web Time Entry in order for pay to be processed. Login to Web Time Entry is available through my.utrgv.edu portal, Oracle 24/7 icon. In order to be compensated, time cards must be submitted to the Payroll Office on the **FIRST** working day following the pay period. Direct deposit is highly recommended. If you are enrolled in direct deposit, your check will be deposited to your bank account. If you are not enrolled, paper checks will be available at the Bursars Office — it is important that your name and home address is correct in the HR system. You may contact payroll at 956-665-2558 or by email at payroll@utrgv.edu for more information.

Critical Tutoring Rules & Regulations

Tutoring is **a job and must be taken seriously**. It is a paid on-campus employment. All paper work **must be completed** for the Office of Human Resources (HR), and the Office of Academic Advising and Academic Support Services in a timely manner to receive compensation

- ✦ Commitment and dedicated to tutoring
- ✦ Respect
- ✦ Honesty
- ✦ Readiness and Availability
- ✦ Punctuality
- ✦ Always reaching out and following up with tutees
- ✦ Maintain accurate record of your tutoring Log
- ✦ Participate in all tutor training and debriefing sessions
- ✦ Encourage your tutees to complete the survey for feedback of their tutoring experience

Final Note

This ***Peer Tutoring Program Handbook*** is a working document and contains current policies and procedures to be used at this time. Revisions may be forthcoming, as needs change.