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## **IN-HOUSE TUTORIAL GUIDELINES**

Residential Life, Campus and Conference Services

**Policy/Guideline**

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### **1.0 Purpose**

- 1.1 To outline the University of New Brunswick's and RLCCS's policy/guideline with regard to in-house (residence) tutorials.

### **2.0 Applicability**

- 2.1 Fredericton Campus

### **3.0 Definitions**

- 3.1 **FIRST STEP:** Tutors **MUST** be qualified (i.e. they **MUST** appear on the official list of UNB tutors, or be recommended in writing (email is acceptable) by the professor for a particular course), to the Coordinator of Residential Life, Campus and Conference Services.

### **4.0 Implementation**

- 4.1 **THE FOLLOWING CRITERIA MUST BE USED TO SELECT TUTORS AND PLAN TUTORIALS:**
  - 4.1.1 Minimum 10 people per tutorial (coordinate with other Ed Proctors if there aren't enough people in your house to meet the minimum requirement).
  - 4.1.2 Recurring tutorials (e.g. every 2 weeks, etc.) must be open to all students in the residence community (notify the other Ed Proctors about such sessions).
  - 4.1.3 To qualify for payment, tutors **MUST** be on the UNB Tutor List or be recommended (in writing) by the professor for a particular course. **IMPORTANT:** the Residence Office will not pay Tutors who do not qualify to lead sessions according to the criteria above.
- 4.2 **PLANNING YOUR SESSION**

The exact steps for holding an in-house tutorial:

  - 4.2.1 Ed Proctor consults tutor list and chooses several preferred tutors for a given session; Ed Proctor then contacts the Residence Coordinator indicating the preferred tutor for their session (in order of preference, indicating the course that the session is for).
  - 4.2.2 Balancing house preference with equitable distribution of hours among tutors, the Residence Coordinator will authorize Ed Proctor to proceed with booking (identifying which tutor(s) should be contacted, and in what order).
  - 4.2.3 Ed Proctor contacts selected tutor to coordinate a date and time for the session.

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- 4.2.4 If you wish to open the session to residents from other houses (or if you don't have the minimum 10 people in your own house), e-mail the other Ed Proctors about your session to invite other houses to attend.
- 4.2.5 If groups get excessively large (30-40), split them into two groups with the same tutor having the option of doing the second group. This ensures the group remains a functional size and the tutor's extra work is recognized.
- 4.2.6 Following the session, Ed Proctor notifies the Residence Coordinator of the tutor's name, student ID number, mailing address, and number of hours worked. The Coordinator will ensure the tutor's wage payment is processed by the Residence Office.
- 4.3 PAYMENT
  - 4.3.1 Tutors (see criteria for tutors above) will be paid \$15.00 per hour for in-house group
  - 4.3.2 tutorials, REGARDLESS OF THE SIZE OF THE GROUP. So if ten people attend, the
  - 4.3.3 tutor gets a total wage of \$15.00 per hour. If 20 people attend, the tutor still gets a total of
  - 4.3.4 \$15.00 per hour. (Groups may still be split as per Section 5). This rate was calculated
  - 4.3.5 based on the rate the Math Help Centre pays its tutors.
  - 4.3.6 Once again, after an in-house tutorial is held, the Educational Proctor must notify the
  - 4.3.7 Residence Coordinator of the tutor's name, student number, mailing address, and the
  - 4.3.8 number of hours worked to ensure payment.
  - 4.3.9 Tutors are paid every 2 weeks according to our pay periods. (See financial services web-
  - 4.3.10 site for cut-off dates for submission of hours).
  - 4.3.11 Adherence to this policy will allow for an efficient administration of the Tutorial process,
  - 4.3.12 and timely payments for those providing the service. We thank you for your
  - 4.3.13 consideration and cooperation.

### 5.0 Interpretation and Questions

- 5.1 Any questions on this policy may be directed to Residential Life, Campus & Conference Services.