Residence Hall Tutoring Policies and Procedures

Tutors assigned to work in the Residence Hall tutoring position at Cuarto ONLY will have to complete a background check. If you are scheduled to work at Cuarto, you will be contacted by the Shared Services Center to start the background check process. If you wish to contact the Shared Services Center regarding your background check, please call (530)754-4772 or email sschelp@ucdavis.edu.

1.) Arrive and leave at your scheduled work time and check in/out with the peer on duty. If you are late or have to leave early, please call the SASC at 752-2013 and leave a message so that the Tutor Supervisor is informed of your change in hours. Arriving late or leaving early without following proper procedure will be considered as misconduct and reasonable cause for disciplinary action.

2.) If you are unable to attend your scheduled work hours, you are required to call the SASC and email the residence hall.

Call the SASC at (530) 752-2013 and leave a message about your absence.
AND
Email the residence hall at aactutor@ucdavis.edu to report your absence if the absence is before 4:00 p.m. After 4:00 p.m., please call (530) 752-5566 to report your absence. Absences must be considered excused based on SASC policies. Two absences is reasonable cause for the SASC to remove you from the position.

Absence policies and procedures apply to all tutors. Please review the Tutor Handbook for detailed information on absences.

3.) All tutors are required to wear name tags during work hours.

4.) Be friendly, courteous, and helpful to all students and staff. When students arrive for assistance, a tutor should appear eager to assist the student. Tutoring must be conducted at the designated areas and tables. Tutors who display unethical work conduct will be removed from the position.

5.) Tutors will be paid only for hours scheduled and worked.

6.) Tutors assigned to a Resident Hall or similar locations are not eligible to receive paid prep time.

7.) Please remind all students to sign in at the designated desk if available. Locations where there are no computer sign-ups will be required to use sign-in sheets to be submitted with time cards.
8.) Pick up/clean up your tutoring area to make sure there are no papers, trash, etc. lying around. Tutors are responsible for keeping the work area clean.

9.) Socializing is an acceptable component in tutoring to help students feel comfortable with a tutor. However, socializing with students and other tutors who are not there for tutoring should be kept to a strict minimum.

10.) Tutors are required to wear appropriate clothing to work that does not distract or offend students and staff in the work environment.

11.) Tutors are not permitted to do any personal work or homework during scheduled work hours. If you have students in the room, you should always be proactive in creating an interactive learning environment.

**Tutoring Techniques**

1.) Teach by asking questions. Create an interactive learning environment.

2.) Provide lots of encouragement and positive reinforcement of answers and behavior.

3.) Use paper problems to obtain feedback on the student’s understanding.

1/7/14