

BSI Tutors in the Classroom
Fall 2008 Guidelines
Compiled by Ginnie Gessford, Interim BSI Coordinator

How to Hire the Tutors

- The Math and Lang. Lit. BSI coordinators will work with the selected faculty to locate qualified tutors.
- Tutors will be paid \$8.25 per hour
- Tutors need to complete payroll paperwork, and submit it to Tim Ching in LRC 149
- Tutors will need to keep an attendance log (copy attached) that the instructor will sign at the end of the time period.
- Tutees will complete time sheets one time a month
- Time sheets will be submitted to Tim Ching by the following dates this semester:
September 22 October 22 November 20 December 12
- Payday will be the tenth of the month

The Tutors in the classroom need to work with students in a tutoring capacity:

- Individually
- In small groups
- Lead a group discussion while the instructor works more individually with a group of students
- Lead small group discussions

The Tutors should not:

- Take attendance
- Grade papers
- Present new material (teach the class)

Requirements of tutors:

- Need to have taken the class they will be tutoring and passed with a grade of “B” or “A”
- Need to be enrolled in 6 units at SCC
- Need to be recommended by a faculty member
- Need to have tutor training, or have a BS/BA degree
 - HS 370 – 1-unit, online tutor training class, 8-weeks
 - Trained by Disability Resource Center