



PEER TUTOR REQUEST FORM

Instructions:

1. Fill out **STUDENT** section.
2. Take to your instructor, have him/her fill out **INSTRUCTOR** section.
3. Please indicate if you are requesting a specific Peer Tutor.
4. Read and sign the agreement on the second page.
5. Bring form back to SRC/Counseling office, 3rd floor Smith.
6. Further questions, please contact Gayla Gates at ext. 2177.

For Coordinator use:

Received: _____

Assigned: _____

Tutor: _____

STUDENT:

Name: _____

Date: _____

Campus Address: _____
Residence Hall and Room Number

Address: _____
(if you live off-campus)

Email: _____
Only list an address you check regularly

Student Status: FR SO JR SR

Cell Ph.: _____
List dorm room or off campus phone # if no cell

Major: _____

COURSE: _____
Title of course in which you need help

INSTRUCTOR: _____

TUTOR: _____

Describe your concerns and/or difficulties in this course:

If known, requested tutor name, or leave blank.

INSTRUCTOR:

Please describe the student's difficulties in your course:

What skills/activities should be addressed in tutoring sessions?

INSTRUCTOR'S SIGNATURE: _____

If you would like to discuss anything further, please contact Gayla Gates at extension 2177.

_____ Kindly check here, if you have a learning disability. (Optional)

Moody Bible Institute
Student Resource Center
TUTORING POLICY

- Complete the request form and return to SRC/Counseling office Third Floor Smith bldg.
- Upon submitting a request for Peer Tutor assistance, the Peer Tutor Coordinator will assign a tutor ***within one week*** of your request. If there is a problem in finding an appropriate tutor, you will be contacted.
- Your Peer Tutor will contact you ***within 24 hours*** of receiving the assignment. Tutoring is an ***ongoing process***. In order to benefit from Peer Tutoring, it is essential that you meet with your Peer Tutor on a consistent basis for ***one hour sessions*** each week.
- If for any reason, you wish to terminate your Peer Tutoring, please notify the Peer Tutor Coordinator ***immediately*** so that your Peer Tutor can be reassigned to another student who may need assistance.
- An accumulation of ***two no-shows*** will prompt a conference with the Peer Tutor Coordinator and may result in ***suspension*** of Peer Tutoring privileges for the rest of the semester. Your tutor is only obligated to wait ***15 minutes*** beyond your scheduled meeting time.
- If your ***Peer Tutor does not show*** for a planned tutoring session, please contact the Peer Tutor Coordinator as soon as possible.
- ***Come prepared*** to all tutorial sessions with your textbook, notebook, syllabus, and any other relevant course materials as requested by the tutor.
- At the end of the semester, you will be required to complete an evaluation of your Peer Tutor and the tutorial services.

I understand and will cooperate with the above Tutorial Policy in order to receive tutoring.

Signature of Tutee

Date

MBI 2012/2013

PEER TUTOR COORDINATOR – GAYLA GATES EXT. 2177

HOW TO MAKE THE MOST OF YOUR TUTORING SESSIONS

It is appropriate to ask your tutor to:

- a. Help you determine your strengths and weaknesses in the subject/course being tutored.
- b. Review your syllabus with you and help you to predict what material you will need to focus your tutoring sessions on.
- c. Help you develop a long-term plan for conducting your tutoring sessions (based on your learning needs).
- d. Explain difficult concepts to you.
- e. Assist you in applying concepts.
- f. Direct you to other academic resources when appropriate.

It is not appropriate to ask your tutor to:

- a. Do your homework for you.
- b. Help you complete your homework "on time".
- c. Explain course material that you have not attempted to learn or understand on your own prior to the tutoring session.
- d. Tell you what's going to be on an exam.
- e. Predict your grade on an exam or in a course.

Ways to Prepare for Your Tutoring Session

Preparation:

- a. Review and attempt to understand course material for the relevant week.
- b. Attempt all homework problems. Complete what you can do on your own.
- c. Determine what you understand and what you don't understand.
- d. Prepare questions for your tutor. Identify aspects of the course material that you want to work on with your tutor.

Your tutoring session:

Tutors are mentors. They can assist you in learning how to think and problem solve in the context of a specific discipline. How does a mathematician, physicist, biologist think about her subject matter? Your tutor can help you answer this question.

Here are some suggestions for making the most of your tutoring session:

Use terminology introduced in lecture and course material during your tutoring session. A biologist talks like a biologist.

Use the **ELQE** method of tutoring:

EXPLAIN: Your tutor explains a difficult concept to you.

LISTEN: You listen to your tutor's explanation. You hear how your tutor goes about problem solving.

QUESTION: Ask questions when explanations or parts of explanations are not clear yet. The more specific the question the better. Try to target exactly what doesn't make sense to you.

EXPLAIN: This is perhaps the most important aspect of the ELQE method. Explain concepts back to your tutor in your own words. Your tutor will hear your thinking and guide you accordingly. It is not enough to say "oh yeah, now I get it"

Keep track of work done in your tutoring sessions for later reference:

Take notes on your tutor's explanations. Write down explanations in a notebook (specially reserved for tutoring sessions). Expand explanations as your understanding of material deepens.

Draw concept maps and diagrams of concepts and explanations-especially if you are a visual learner. Explain your map to your tutor.

Later, combine your tutoring notes with your class notes. Use these for later reference when completing homework problems, reviewing, or preparing for an exam.

Ask your tutor to give you opportunities to practice in front of her. **PRACTICE DOES MAKE IMPROVEMENT.**

Know that your tutor is on your side and wants you to succeed. So don't be afraid to **ASK, ASK, ASK** as many times as you need to understand. Use other resources for additional explanations including your professor, your advisor, a classmate.

Remember: This is your tutoring session. No Two learners are exactly alike seize the opportunity and use your tutoring session to accomplish your own particular goals/address your own particular learning needs.