

INSTITUTIONAL DIRECTIVE 8-18

June 18, 2007

Title: Tutoring Services

I. Purpose

To establish the procedures and responsibilities which will govern provision of tutoring services to students at Piedmont Technical College.

II. Policy

It is the policy of Piedmont Technical College to provide tutoring support services to assist students in achieving success in their coursework by providing one free tutoring session per week, per student.

III. Responsibilities

- A. Overall responsibility lies with the Vice President for Academic Affairs/Chief Educational Officer.
- B. The Dean of General Education and Transitional Studies holds administrative responsibility.
- C. The Dean of General Education and Transitional Studies and Director of Academic Advantage has coordinative responsibility to assure of tutoring services for Academic Advantage students.
- D. The Director of Institutional Research will prepare a report in cooperation with the Dean of General Education and Transitional Studies and the Tutor Coordinator showing the academic achievement of tutees in those courses for which they received assistance for the staff of the Tutoring Center.

IV. Procedures

- A. Tutoring services will be available to all students at Piedmont Technical College, and will be provided through a centralized Tutoring Center.
- B. Day-to-day operations of the Tutoring Program will be the responsibility of the Tutor Coordinator, whose duties will include the following: recruiting of tutors and tutees; conducting tutees and tutors through initial intake orientation and paperwork; administering daily and quarterly tutoring evaluations; documenting tutor time; allocating tutor time to relevant budget categories; preparing the data needed to issue monthly contracts to tutors; conducting quarterly analysis of tutoring use patterns; maintaining files on each tutee; training tutors; and liaison with instructors.
- C. The Tutor Coordinator will maintain and make available to each tutor a detailed guide to tutoring.

Office of Responsibility: Vice President for Academic Affairs/Chief Educational Officer

- D. Students who miss a tutoring session without adequate prior notice will be required to repay tutor costs before being allowed to receive further tutoring during that semester.
- E. Whenever feasible, tutoring sessions will consist of more than one but less than five students with a single tutor.
- F. Tutors will be paid monthly, one month in arrears. The Vice President for Academic Affairs /Chief Educational Officer will sign all contracts for tutors.
- G. Both tutors and tutees will log in and out for each tutoring session.
- H. The Tutor Coordinator will notify relevant instructors when a student is being tutored, and when that student misses a tutoring session without providing adequate prior notice.
- I. The Academic Advantage program will contract with the Tutoring Center to provide additional tutoring sessions per week for Academic Advantage students, according to grant specifications.
- J. Tutors will complete a tutee evaluation after each session; both tutors and tutees will complete an evaluation of the Tutoring Program at the end of each semester.

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