

STUDENT TUTORING

Information in this policy is FERPA protected

Procedures for student tutoring by professional students in the Doctor of Pharmacy Program.

Guidelines:

1. Course masters and teaching assistants should set regular office hours for student consulting and/or tutoring. Office hours should be listed in course syllabi and discussed on the first day of class.
2. If it becomes obvious students need more tutoring than what the course master or TA can provide, the course master should refer the student to Student Affairs.
3. Teaching assistants must have received a B+ or higher in the course they are teaching as well as a GPA of 3.5 or better, and they must be at least one year ahead of the student he/she is tutoring.
4. For courses with no teaching assistants, Rho Chi or Dean's List members may be asked to tutor by the Student Affairs office. They will be hired on a part-time basis and paid for their efforts.
5. The faculty advisor of Rho Chi club and the Course Master of the class will have input on the choice of the tutor.
6. The Student Affairs office will work with HR and the Rho Chi faculty advisor to hire the chosen tutor as a temporary employee. The tutor will be paid an agreed upon hourly salary by the Student Affairs office.
7. The Student Affairs office has the final say on tutoring that is paid for by their office.