

## APPLYING FOR A PEER TUTORING POSITION GUIDELINES FOR PEER TUTORS

### How to apply?

If you want to become a peer tutor, you must have a GPA of at least 3.0 and a minimum grade of B+ for the specific subject you want to tutor.

After submitting your application and the required documents (please refer below for the required documents check list) to Somia Salih in the Student Learning Support Center, you will be scheduled for an interview.

Subsequent to your interview, you will be notified if your application has been accepted.

### The required documents check list for peer tutoring:

- 1. Completed Peer Tutoring Application Form
- 2. An unofficial copy of your transcripts
- 3. A letters of recommendation from faculty members who have taught you in the respective course.
- 4. A copy of your Qatari ID & University ID.
- 5. A copy of your class schedule.

Please email Somia Salih at [somiasalih@qu.edu.qa](mailto:somiasalih@qu.edu.qa) with any queries regarding this position.

### Payment for Tutoring Services

You will be paid according to the number of hours you tutor (funded solely by the University). The maximum wage is QR40/hr.

New peer tutors QR 35/hr  
Returning peer tutors QR 40/hr

You can only teach a maximum of 5 hours per day not exceeding 20 hours per week.

In order to receive payment for your sessions, you must:

1. Record every tutoring session.
2. Fill in the **Student Employment Attendance** sheet and hand it to your supervisor for cross checking and signing.

### Responsibilities of a Peer Tutor

1. Treat every tutee with respect and keep your tutoring sessions professional.
2. Tutee's confidentiality is imperative to our program, so make sure you don't, under any condition, share a tutee's personal information, details of a session with anybody else rather than the tutee herself/himself.
3. Refer any issue with the tutee to your supervisor.
4. Help students become more skilled in a particular area, but don't write their homework or assignment for them.

## Advice for Peer Tutors

Make sure to:

1. Start on time
2. Greet the student and thank him/her for coming to the session.
3. Ask the tutee his/her areas of concern.
4. Summarize the session and the areas that you covered for the tutee.
5. If there is a need for subsequent session, ask the tutee to write down the things s/he needs to do at home for the follow up session(s). It is a good idea for both the tutor and the tutee to have a clear idea of what will be discussed in each session.
6. End on time

If tutees see some improvement right from the first session, they will be more likely to return, so try to accomplish something major in your first session.

Remember that sometimes one session is enough but there are cases that you may need follow up sessions to make sure your tutee fully benefits from our services.

Please contact your respective supervisor, or the faculty on site for extra support and/or study suggestions. Check periodically with your tutees to make sure you are meeting their requirements. Don't be afraid to ask them just that.

If you don't know the answers to your tutee's questions, tell him/her so and then try the following:

- a) Re-direct the tutee to the instructor
- b) Ask your supervisor.

### 3. Tutoring:

Familiarize yourself with different learning styles. This will help a lot during your tutoring sessions as each tutee might benefit a different kind of approach based on his/ her preferred style. Sometimes the same style will not work for another student. You might have to change your approach periodically even with the same tutee. In our workshops, you will be given training on different kinds of learners along with different teaching strategies. Make sure you encourage your tutee to actively participate in the learning process.