



## **What to Expect about Peer Tutoring at the Gunn Academic Center**

If you think you want a tutor, or you want to become a tutor...

### **Step 1: Apply to Get or Become a Tutor**

You will complete a “Get a Student Tutor” application, including your:

- 1) Contact information,
- 2) The class(es) you want a tutor for, and
- 3) Your availability to meet with a tutor.

The tutor will complete a “Become a Student Tutor” application including their:

- 1) Contact information,
- 2) The class(es) they feel comfortable tutoring, and
- 3) Their availability to meet with a student.

### **Step 2: Search for a Match**

I will sort through all applications and find matches: the application(s) with the same Classes and Availability.

### **Step 3: Confirm**

I will contact the Tutor (via email, Schoology and text) to find out if their schedule is still open on the preferred dates.

I can't assume their schedule has not changed. Many students add clubs, jobs and sports to their schedules throughout the school year and changes are common. In the meantime, I wait for the students' reply.

### **Step 4: Match or Search**

If the Tutor is no longer available I have two possibilities.

- 1) Find the next match on the list and contact that student.
- 2) If there are no matches I must recruit a tutor.

I recruit tutors by facebook post, the Daily Bulletin, the Gunn Connection, and fliers throughout the Academic Center. Then I wait for volunteers. Sometimes no one volunteers and I keep advertising.

**Step 5: Confirm and communicate**

If I find a successful tutor match I communicate to both student and tutor with a "NEWS FROM THE AC: YOU HAVE A TUTOR MATCH" email, Schoology message and text.

**FAQ: The Answer is "Supply and Demand."**

**Q: I applied on Tuesday. Why don't I have a tutor yet?**

A: I set to finding a tutor match the instant I get an application. If I don't have tutors "in stock" for the subject or availability you have requested I need to recruit. It takes a while. When it takes me two weeks to find a tutor match it's disheartening to find out you no longer want a tutor.

It's also sad when students apply for a tutor 1-2 weeks before finals. That's a time of year when the student tutors are focusing on their own finals and final projects. **If you have not cultivated a tutor relationship throughout the semester, do not expect to start one with two weeks left in the semester.**

**Q: I applied to be a tutor and no one has contacted me?**

A: If I have not contacted you that simply means I have no requests for the subject or availability you have offered. If I receive a request for what you offer, I will certainly get in contact with you ASAP.

If you have questions or concerns you may reach me in person in the Gunn Academic Center on Monday through Friday, 1:00-5:00pm. You may email [psteward@pausd.org](mailto:psteward@pausd.org).

Yours, Pam Steward in the AC