

## Become a Peer Tutor for Chiu School of Business or School of Creative Technologies

Do you enjoy helping your peers learn? Do you have a good understanding of the content in your courses?

There are many advantages to tutoring, including: developing coaching skills, reinforcing your own knowledge, meeting new people, and earning money while studying.

Students must meet the following criteria to become a Peer Tutor:

- A minimum B grade in the subject(s) they wish to tutor
- Comprehensive knowledge of the subject matter
- Excellent class attendance
- Be a registered student in good standing \*
- Exhibit professionalism, respect and courtesy
- Maintain academic integrity at all times
- Be faculty-approved (via Project Officer)
- Excellent communication, interpersonal and organizational skills
- Effective study habits
- Respect and value each student as an individual
- High degree of confidentiality

\* Visit the Learner Handbook for further details.

Note: Qualifications are subject to review every term. Peer tutors are paid an hourly rate of \$15. Peer tutors must submit their timesheets monthly.

### Important:

- All peer tutoring must be pre-approved and confirmed by the Project Officer.
- Peer tutors and tutees must be registered students in good standing and must attend all classes.
- Peer tutoring may be suspended or revoked for failure to comply with the policies, processes and procedures of the Peer Tutoring Program.
- We try our best to accommodate all peer tutoring requests, but cannot guarantee placement for every student.
- Peer tutoring must take place at Bow Valley College Downtown Calgary Campus, unless otherwise approved.
- Academic honesty is expected of all learners. Academic dishonesty is a serious offence and will result in consequences. Visit the Learner Handbook and the Learner Code of Conduct for further details.
- Showing up late or not showing up at all for appointments and sessions is inconsiderate and unprofessional and may result in disqualification from the Peer Tutoring Program.
- Any concerns in regards to the Peer Tutoring Program must be brought to the attention of the Project Officer.
- REMEMBER: The tutor's role is to help the tutee become an independent learner. The tutee is responsible for their own learning and must do their own work.

If you are interested in becoming a Peer Tutor or need assistance from a Peer Tutor, please contact us via email at:

[CSBpeertutoring@bowvalleycollege.ca](mailto:CSBpeertutoring@bowvalleycollege.ca)



# Peer Tutoring

Chiu School of Business  
School of Creative Technologies

**BOW VALLEY**  
C O L L E G E

**Our Peer Tutoring Program provides one-on-one assistance to students who are experiencing difficulties with course-specific content.**

Faculty-approved Peer tutors help students engage in their own active learning. Peer tutors may also assist students with academic skills outside course content, such as note-taking, textbook reading strategies, and time management.

Students may qualify for up to 2 hours of peer tutoring per week per course (maximum 2 courses). Peer tutoring is free for eligible students.

Students must be enrolled in Chiu School of Business or School of Creative Technologies. Access to peer tutoring is subject to availability; unfortunately not all requests can be satisfied.

## The Role of a Tutee



### Prepare!

Determine where your difficulties are. Review previous assignments, exam questions and course material that caused difficulty and have your questions ready to discuss with your peer tutor.



### Go to Class!

You must attend your classes and complete your assignments. Peer tutoring will not make up for missed classes.



### Get Help Early!

Ask for a peer tutor as soon as you begin to have difficulties with the course material. After midterms or a month before finals is too late to ask for help.

## The Role of a Peer Tutor

### Peer Tutors can:

- Clarify and review concepts of the course material
- Provide practice in skills specific to the course
- Offer suggestions about effective study skills
- Encourage students to do their own thinking

### Peer Tutors cannot:

- Provide instruction on missed classes
- Complete or correct assignments
- Be a replacement for study time
- Help with a course they have not taken