



Peer Tutoring

Peer Learning Specialist:
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Our Peer Tutoring Program offers one-on-one assistance to students who are having difficulties with course specific content.

Eligible students may qualify for up to 1 hour of peer tutoring per week at no cost.

Through weekly one-on-one sessions, our peer tutors build upon existing knowledge, help review and clarify course material and share learning strategies.

Peer tutors are faculty-recommended students and graduates who have completed and excelled in their courses.

Peer tutors are trained in tutoring techniques, know the challenges of the courses and want to help their peers succeed!

In order to qualify, students must be enrolled in a certificate or diploma program at Bow Valley College.

Access to peer tutoring is subject to availability.

Become a Peer Tutor

Do you enjoy helping your peers learn?

There are many advantages to being a peer tutor. Tutoring will help you develop self-confidence, listening skills, communication and interpersonal skills, empathy and patience.

The peer tutor's role is to help the tutee become an independent learner.

To become a peer tutor, you must meet the following criteria:

- A minimum B grade in the subjects you wish to tutor and a min. 3.0 overall average
- Comprehensive knowledge of the course content
- Excellent communication, interpersonal and organizational skills
- High degree of confidentiality
- Effective study habits
- Excellent class attendance
- Exhibit professionalism, respect and courtesy
- Maintain academic integrity at all times
- Respect and value each student as an individual
- Empathetic to students having difficulty with their courses
- Peer tutors are paid \$15 per hour.
- Qualifications are subject to review every term.

The Role of the Tutee

Preparation is key!

- Tutoring is a professional relationship where the tutor and tutee commit to weekly sessions.
- Review your course outline, textbook and notes to identify areas that are causing you difficulty.
- Prepare specific questions or concepts you wish to address during your peer tutoring sessions.
- Be an active participant, ask questions and listen to suggestions.

Class attendance is fundamental to your academic success!!

- Attend and participate in all your scheduled course classes.
- Take thorough notes and review.
- Complete all your assignments.
- Tutoring is not a replacement for class or study time.

Ultimately, the learning is yours!

- If you are struggling with your course, ask for help right away.
- Don't wait until the day before a test or just before an assignment is due to seek assistance.

The Role of the Peer Tutor

Peer tutors will:

- ask questions to evaluate tutee's understanding of the subject area
- facilitate student learning by helping to review and clarify concepts taught in class
- challenge tutee with practice questions to prepare for tests and exams
- share study tips, time management and problem-solving strategies
- assist and coach tutees in becoming more effective and independent learners
- maintain a professional relationship with tutee and commit to weekly sessions.

Peer tutors will not:

- teach the course or be a substitute for the instructor
- be expected to have all the answers to the tutee's questions
- edit, correct or complete assignments or any work that the tutee is being graded on
- be a replacement for missed classes and/or study time.

Important!

- All peer tutoring must be pre-approved and confirmed by the Peer Learning Specialist.
- We try our best to accommodate all peer tutoring requests but cannot guarantee placements.
- Peer tutors and tutees must be registered students in good standing and must attend all scheduled classes.*
- Peer tutoring must take place in person at the BVC Calgary downtown campus or virtually via MS Teams.
- Academic integrity is expected of all learners. Academic dishonesty is a serious offence and may result in consequences ranging from a failing grade to expulsion from the College.*
- Showing up late or not showing up for appointments and sessions is inconsiderate and unprofessional and may result in disqualification from the peer tutoring program.
- Peer tutoring may be suspended or revoked for failure to comply with the policies, processes and procedures of the peer tutoring program.
- **REMEMBER:** The peer 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.

*Visit the Learner Handbook, the Learner Code of Conduct Policy, and the Academic Integrity Policy for details.