Fall 2014

Tutors of the Residential Halls Study Groups,
Thank you for serving as tutors. Your knowledge, mentoring, and tutoring skills are an important part for the success of the freshmen.

PLA training: everyone should have 15 hrs of PLA training by the end of the year. http://cns.utexas.edu/peer-leader-academy

Hours and Scheduling:
We will start next Monday – September 1st (Labor Day)
Scheduling can be seen as a Google Docs spreadsheet through the main webpage for the RHGS http://cns.utexas.edu/students/support/residential-halls-study-groups

When you arrive for tutoring:
• Arrive on time
• Check-in with the Manager on duty – they will enter your hours on the Timesheet so that we can keep a record of who is showing up to work and who is on time
• Wear a name badge or T-shirt every time – so that students can easily recognize you
  ▪ Name badges are available at the tutoring locations – use a generic one or put your name on it with the peel off labels
• Enter your UTEID in the form

Cancellation/Substitute Request form https://docs.google.com/spreadsheet/viewform?formkey=dGlxak5ab21udmlkczFSVExMUDY5VVE6MQ
If you have to cancel, try to find your own sub. Then please fill out the form so that the Managers or myself can change it on the schedule.
A list of emails of the tutors in your subject will be sent out.
If you have not found a sub on your own - then you should fill out this form AT LEAST 3 DAYS in advance of your projected cancellation date.

Things to remember while tutoring:
• The students getting tutored must ENTER their UTEID – (important for data tracking and budgeting – if you want to stay hired for next semester!)
  ▪ NOTE: You may write down their UTEID and enter it for them if it is more convenient for them not to get up from their studying (or they are just plain lazy)
• Be proactive in your tutoring – make an effort to ask the students where they need help (don’t wait for them to come to you)
• No handouts! – Try not to just give out the answers – instead help point them in the right direction
• You must sit near the sign for your discipline and make yourself easily visible (with name tag) to the students. No hanging out in the corner by yourself to do your own homework. Note: you can work on your own stuff – but you must be ready to begin tutoring when a student arrives.

Location:
Jester: Far South East corner of Jester City Limits. You would enter Jester West where the Wendy's is (from the North West side) and go to the back.
Kinsolving: Just to the right as you enter the building from the West side entrance. There are a bunch of tables in front of the dining hall.

Timesheets: to be filled out electronically every 2 weeks: https://utdirect.utexas.edu/apps/hr/time/home/
The Managers are: Mahnoor Z Jason S Imran Z Subhan T Juancarlo S

If you have any question or issues – please feel free to get in touch with the Managers or me directly. I am usually here 8:30am to 5pm, Monday through Friday.

Thank You, Dr. M
Residential Halls Study Groups Supervisor 471-3451 (1-3451 on campus) Office is RLM 16.232