

Tutoring Service & Tutor Registry Information for Prospective Tutors

Student Life & Learning's Tutoring Service and Tutor Registry are for students to consult when they need additional support in a particular subject area. Tutors help students understand and master specific course content and provide study and assignment strategies.

Students can access tutoring help in two ways:

	Tutoring Service	Tutor Registry
How do students access help?	Students book an appointment online	Students contact a tutor and arrange a date and time to meet
How often can students get help?	Students are limited to five free hours of tutoring a semester	There is no limit to how many hours of tutoring a student gets through the registry
How are tutors paid?	Tutors are paid an hourly rate by Student Life & Learning	The hourly rate is negotiated between the tutor and student, and students are responsible for payment
Who can be a tutor?	Only current CUE students who meet the qualifications are eligible to work in the Tutoring Service	Anyone who meets the qualifications can be on the Tutor Registry

Responsibilities

- Tutor students who experience challenges with understanding course material, preparing assignments, and/or studying for exams
- Accurately and professionally address questions related to course content and general academic skills (e.g., study strategies)
- Adjust tutoring approach based on student needs and preferences, which includes adjusting to accommodate students with disabilities
- Adhere to professional standards in the tutor/student relationship, including confidentiality, mutual respect, and punctuality
- Administrative duties:
 - Tutors in the Tutoring Service must maintain their availability and bookings in our online booking system
 - Tutors on the Tutor Registry must manage their own scheduling and payment

Disclaimer

- Concordia University of Edmonton is not responsible for any disputes between tutors and tutees.

Qualifications

Concordia University of Edmonton students (undergraduate and graduate):

- Successful completion of the course you wish to tutor with a minimum grade of B+
- A GPA of 2.7 or higher in your most recent semester of study and in good academic standing with CUE

Non-Concordia University of Edmonton students:

- A degree in the subject you wish to tutor (Bachelor's degree minimum)
- An overall GPA of 2.7 or higher

All tutors:

- Committed to academic honesty and the protection of student privacy
- Can communicate clearly, respectfully, and appropriately (in writing and verbally)
- Flexible hours of availability
- Capable of working with and adapting to students with diverse needs, including students with disabilities

To Apply

To be considered for the Tutor Registry and/or the Tutoring Service, we require:

- A completed application form
- A current resume or CV
- Official transcript(s) sent to the address below
- A minimum of **one** tutee reference form if you have worked as a tutor before
- A minimum of **two** academic reference forms
 - At least one of the references must be from someone who has instructed you in the subject you wish to tutor
 - If you want to tutor more than one subject, we require reference forms from instructors in each subject
 - CUE students: if you want to tutor a course that is also covered by **Supplemental Instruction**, at least one of your reference forms must be from an **instructor of that course**
 - Current Supplemental Instruction courses: BES 108, ECON 101, MATH 151, PSY 104, PSY 211

Successful applicants will be contacted by the Student Life & Learning office to schedule an interview.

To submit all applications and related documents, or for additional information, contact Janet Klippenstein, Learning Services Coordinator:

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