

## ~Important Reminders~

### Payroll

First time student employees must enroll in the Marian University payroll system. Complete paperwork in the Business Office at 18 S. National Avenue. This must be done prior to starting employment.

The following documents are required:

- A driver's license, OR a U.S. passport, OR a Certificate of Naturalization
- Your Social Security card OR a certified copy of your Birth Certificate
- Your account information for direct deposit

### Student Employment Manual

First time student employees must sign a Student Employment Manual Confirmation. Access the Student Employment Manual by logging into MyMarian (<https://my.marianuniversity.edu>) and, clicking on the Student Employment link under the Financial Aid tab.

### Web Clock Instructions

For assistance with entering time electronically please access Web Clock Instructions, by logging into MyMarian (<https://my.marianuniversity.edu>) and, clicking on the Student Employment link under the Financial Aid tab.



# TUTOR APPLICATION

**Students are responsible for reading all materials included in this packet. Return completed application to the Center for Academic Support & Excellence OR Learning & Writing Center**

**Please direct all concerns/questions to:**

Lisa Olig  
Director, Accessibility Resources  
Administration Building 212  
[lmolig65@marianuniversity.edu](mailto:lmolig65@marianuniversity.edu)  
Phone: (920) 923-8097

## **Tutoring**

- Supplements knowledge and understanding of course content.
- Provides opportunities to learn course content from an alternative perspective, and benefit from the experience of someone who took the class.
- Provides opportunities to discuss course content, to ask questions, and to fill gaps in knowledge/understanding.
- Dates/times and locations of tutoring sessions are determined by mutual availability and agreement.
- Tutor sessions should last no longer than 90 minutes and should be spread throughout the week.

### **Tutoring is not:**

- A substitute for students attending class on a regular basis and/or maintaining communication with instructors.

### **Tutee responsibilities**

- Tutees are notified of tutor matches via Marian University e-mail. Tutor matches, instructors, and academic advisors are copied on the email.
- Tutees are to contact tutor matches within 48 hours of assignment to arrange an initial session. Tutees are responsible for initiating contact and for arranging mutually agreeable dates/times and locations for tutor sessions.
- Tutees are responsible for determining and communicating tutoring needs. How often to meet and for how long. Tutees are responsible for ongoing communication as needs change.
- Attend all tutoring sessions on time or provide adequate notice of delay or absence. Tutees are responsible for rescheduling appointments.
- Prepare for tutor sessions by completing assigned readings, reviewing course notes, and formulating questions. All assignments should be completed to the extent possible, prior to the tutor session. Tutors have the option of cancelling sessions when tutees are not prepared.

## **Tutor Responsibilities**

- Complete application materials including work authorization and employment forms – See Human Resources Duplex 18.
- Tutors are not expected to know everything, to replace the instructor or, regular class attendance.
- Notify the Coordinator for Disability Services and Academic Support of any issues, such as, tutees being late, unprepared, or not attending tutor sessions. Tutees with one or more of these occurrences may forfeit their tutor match.
- We ask tutors to please wait 15 minutes from the start of tutor sessions, in case the tutee is running late. If the tutee is a no-show, please record ½ hour on your time-sheet.
- Tutors must maintain confidentiality of any personal and/or identifying information obtained in the process of tutoring. Unnecessary and intentional disclosure of information is strictly prohibited by Marian University.
- Notify the Coordinator for Disability Services and Academic Support if materials such as course syllabi and/or textbooks are needed to enhance tutoring.
- Preparing for tutor sessions by reviewing notes/textbooks or creating study materials is not required; but, additional time spent preparing study materials may be recorded on time-sheets. Prior approval for additional time is necessary.
- Tutors are evaluated at the end of each semester by each assigned tutee.
- Tutors have the right to resign from tutoring at any time.
- Summary sheets will be completed and submitted on due dates, and each session initialed by the tutee.
- Time will be entered into Time-Clock Plus and recorded to the nearest quarter hour. For example, 3:05 p.m. should be rounded to 3 p.m. **AND** 11:25 a.m. to 11:30 a.m.