



University Policy Statement

UPS 410.100

STUDENT-TO-STUDENT TUTORIALS

1. The student-to-student tutorial is a course that provides a supervised way for students to learn through teaching other students on an individual and personal basis. The student-to-student tutorial is a high-impact practice that provides an intensive learning experience. It is expected that the tutoring students will not only increase their mastery of particular subject matters but also develop their communication and interpersonal relationship skills.
2. The student-to-student tutorial has a pedagogical purpose and therefore must not be used to employ students to assist faculty members in their work, including teaching classes or sections thereof, engaging in research, grading, and covering office hours.
3. Student-to-student tutorials shall be numbered 296 at the lower-division level and 496 on the upper-division level. Given the personal nature of these courses, it is expected that student-to-student tutorials include “consent of the instructor” in their prerequisites. Student-to-student tutorials that are numbered 496 may not be included as electives on graduate study plans.
4. A department electing to offer a student-to-student tutorial shall devise a general study plan that lays out how the course will be organized and how its requirements will be satisfied. In addition, instructor and tutor shall design, in writing, particular study plans that outline how the educational needs of the individual students to be tutored (also called "tutees") will be met.
5. To deepen the learning experience of the tutor, it is expected that the tutor submits a written report that analyzes and evaluates the tutorial experience as part of the requirements of the course.
6. It is the responsibility of the instructor to hold the tutor to a standard that meets the learning needs of the tutees. To this end, the instructor shall supervise the tutoring process and assess the tutor’s performance in a timely manner so that effectiveness is enhanced and, if appropriate, suggestions for improvement and/or remediation are offered.
7. The tutees shall be limited to a number that allows for individual and personal interaction with the tutor and ensures that the tutees' learning needs are met. The number of tutees shall be in relation to the number of credit hours being earned by the tutor. This number shall be determined by the instructor with the consent of the department chair.
8. Three hours of work per week are expected for each hour of credit earned by the tutoring student. This work may include, apart from contact hours with tutees, such activities as preparing for the tutorials and consulting with the instructor.

9. Student-to-student tutorials may be taken for letter grade or credit/no credit. No more than three units of any combination of tutorial courses (296 or 496) may count toward an undergraduate degree program. Under no circumstances shall credit be granted for having been tutored.

Source: University Curriculum Committee, Fall 2014

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and ASD 14-146