

Drop-In Peer Tutoring: Peer-Leader Contract

Academic Year 2025-2026

This position is a year-long commitment (with exceptions for those students tutoring courses that are offered only during one or two quarters). Please note that occasionally, there is little demand for tutoring. In this circumstance, we do our best to find another placement for peer leaders, but this might not be possible in all cases.

What we expect of you:

Tutoring

1. **Attend all of your scheduled tutoring sessions.** Show up to tutoring sessions 5 minutes prior to session start. Be a good host – welcome students in a kind and friendly manner – and be approachable.
2. **Exercise academic integrity.** Do not share course homework or exams from previous quarters unless you have the explicit permission of the faculty member and Valerie. Be sure that participants are actively working through their own assignments. Do not do homework or assignments for other students.
3. **Facilitate active learning** in tutoring sessions (i.e., make sure everyone gets their questions answered or chance to ask, provide time for students to process information before explaining, rephrase or break down difficult problems, etc.).
4. Treat participants, fellow peer leaders, ASLA staff, and instructors with **courtesy and respect**.
5. Understand that **a peer leader is not expected to know all the answers**. If you don't know the answer to a question, refer students to other resources, including the instructor or TAs for help, or research the answer up yourself and get back to the student. Avoid giving an answer you're unsure of.

Professionalism & Communication

6. Communicate **with the program manager** in a timely manner regarding issues such as scheduling conflicts, challenges with participants, or other complicated circumstances, **and respond** (within 24 hours) to all emails from the manager and senior tutors.
7. Always maintain student confidentiality, which includes any personal observations or judgments about students and their academic performance or behaviors.

Training

8. Participate in the **peer leader training** held at the beginning of the academic year.
9. **Attend and be an active participant at all prep meetings** held by the senior tutor. Speak up if you do not understand something – your questions benefit others, too!
 - a. In the rare instances when you must miss a prep meeting, you must **notify the senior tutor** and **arrange a time with the senior tutor to meet and review the material**.
10. First-year peer leaders only: **Complete all SESP 291** requirements.

Administrative Responsibilities

11. **Sign-in for each shift** with the Tutoring Coordinator.
12. **Check the Faculty Preference document** in OneDrive to confirm which materials the course professor allows you to use.
13. **Use SubItUp** if you are unable to attend your session because of an emergency. You are responsible for covering a shift you must miss. (This is not common).
14. **Participate in program evaluation** by offering feedback and responding to surveys.

I understand the roles and responsibilities of a Drop-In Peer Tutor, and I pledge to adhere to the above guidelines throughout my time as a tutor during the 2025-26 academic year.

Printed Name: _____

Signature: _____ Date: _____

What you can expect of us:

1. Support for your development as peer leaders.
2. Timely responses to your questions.
3. Help with addressing any concerns that arise for you with your group or the program.
4. And last but not least, an opportunity to...
 - Practice effective public speaking and group facilitation skills; help others understand complex ideas.
 - Reinforce your own study skills and content knowledge in foundational courses.
 - Enhance your resume with a meaningful title and entry.
 - Develop your employability skills through continued professional development and feedback.
 - Be a leader on campus and give back to the greater Northwestern community.
 - Contribute to the academic growth and development of the students you assist.
 - Meet new people and develop diverse networks.

Don't hesitate to reach out with questions!

Valerie