

Policy XIV Tutoring Services

14.1 The purpose of the tutor database is to help improve the academic standing of MSVU students while providing opportunities for valuable teaching experience and financial gain for tutors.

14.2 The tutor database will be administered and updated through the office of VP Advocacy.

14.3 Tutors shall submit applications through the Union's website. Tutors are required to upload a copy of their academic transcript to ensure that all tutors are in good academic standing in the courses they wish to tutor. Tutors are required to have a mark of B+ or above in the course they wish to tutor in order to be entered into the tutor database. By uploading their academic transcript tutors are providing permission for the VP Advocacy to access this document.

14.4 At the beginning of the academic year the VP Advocacy shall be responsible for contacting all tutors in the tutor database to ensure that they wish to remain in the tutor database.

14.5 At the beginning of each term the VP Advocacy shall be responsible for purging all previous entries for note takers as these class schedules change.

14.6 In the event that a student cannot find a tutor for a specific course in the tutor database it is the responsibility of the VP Advocacy to contact the appropriate Dean or department chair to provide suggestions for a suitable tutor.

14.7 All rates of pay and financial transactions will be conducted between the tutor and the tutee. The Union does not take responsibility for facilitating any rates of pay or other financial transactions between tutors and tutees.

14.8 Tutors who are charging \$25 per hour or more and are working with students registered through accessibility services and who receive funding through Post-Secondary Disability Services (PSDS) will be required to submit credentials (i.e. diploma, degree, or certification) and be approved by PSDS before tutoring services begin.

**This policy was changed substantially. In Fall 2015 the MSVUSU introduced a new online tutor database which allows students to apply to become a tutor and to search for tutors based by course codes. This policy is based on the current practice of operating and updating the tutor database and applies to the office of VP Advocacy. The previous policy basically outlined that if students were seeking tutors the VP Advocacy was responsible for finding them but did not outline how the process worked. The final point is a government restriction which only applies to tutors working with students registered through the Post-Secondary Disability Services department which is a government funding program. This piece was flagged by Accessibility Services as necessary and MSVUSU is obligated to make tutors aware of this regulation when they sign up to become a tutor. In order to vet tutors the executive committee decided to apply a benchmark of B+ to ensure that students were in good academic standing and had a solid background in the course they wish to tutor. The executive realizes that good grades do not always directly translate to good tutors but it does ensure understanding of the material. Getting suggestions from the deans and department chairs has been very successful in ensuring we have qualified tutors.*