

**UTMB Health**  
**School of Health Professions**  
**TUTOR'S HANDBOOK**

Thank you for joining the SHP Tutoring Team. We value the contributions you will make to the academic success of students in our professional programs.

The Office of Academic and Student Affairs is responsible for managing the tutoring program, maintaining records and reporting on its effectiveness to the Dean and the Department Chairs. Please follow these procedures:

- Tutor's assignments and the lists of students assigned to each tutor are made by Mary Ellen Beaupre or her designate.
- Students seeking tutoring may complete a student self-referral form available online at [http://shp.utmb.edu/ASA/asa\\_Tutoring.asp](http://shp.utmb.edu/ASA/asa_Tutoring.asp). Please complete it and submit to [shp.studentaffairs@utmb.edu](mailto:shp.studentaffairs@utmb.edu). Faculty may also refer students.
- If a "drop-in" student (one without an assignment) appears at a tutoring session, it is the tutor's responsibility to have the drop-in complete a hard copy of the request form and to submit it with his/her time sheet(s).
- Only tutoring sessions, either individual or group, officially assigned will be paid.
- When an assignment is sent to the tutor, the tutor must contact the student to receive tutoring. If the tutor cannot accept the assignment, the tutor must contact Ms. Beaupre at [shp.studentaffairs@utmb.edu](mailto:shp.studentaffairs@utmb.edu) immediately. Upon a second cancellation, the tutor's assignments may be curtailed or terminated.
- A tutor must notify our office at [shp.studentaffairs@utmb.edu](mailto:shp.studentaffairs@utmb.edu) as much in advance as possible if he/she will be unavailable for any period of time for reasons including, but not limited to clinical rotations.
- A tutor may resign his/her position at any time by notifying Ms. Bordelon and Ms. Beaupre at the earliest possible date.
- Session sheets are available at the ASA website at [http://shp.utmb.edu/asa/asa\\_Tutoring.asp](http://shp.utmb.edu/asa/asa_Tutoring.asp) (under the "Students" area). Student(s) receiving tutoring must sign each session sheet. No exceptions.
- You must work less than 20 hours in any work week. No exceptions. A work week begins Saturday and ends on Fridays. Paychecks are typically issued biweekly.
- Tutoring sessions may not exceed 4 hours per session. Any tutoring session lasting more than 4 hours will not be paid. No exceptions.
- Session sheets are due to [shp.studentaffairs@utmb.edu](mailto:shp.studentaffairs@utmb.edu) by 10 am the Monday following the tutoring session. No exceptions.
- Tutor and student feedback: ASA welcomes feedback both from students receiving tutoring and from tutors. Tutors are to remind participants that a "Student Feedback on Tutoring" form is available in Rm. 4.226 and on the ASA tutoring website at [http://shp.utmb.edu/asa/asa\\_Tutoring.asp](http://shp.utmb.edu/asa/asa_Tutoring.asp). Tutors may provide feedback on the participation by participants and suggestions for improving the program.
- All tutoring positions require that you clock in and out using Kronos as well as submitting Session Sheets. In these instances, please be advised that your times on the Session Sheet must match perfectly with Kronos.
- Tutoring must take place during the actual School of Health Professions semester dates.
- Group tutoring is preferable over individual tutoring whenever possible.
- Failure to follow rules set forth could result in being placed on employee probation and or termination from the position.

Contact Information:

Mary Ellen Beaupre – Tutoring Program Coordinator  
[shp.studentaffairs@utmb.edu](mailto:shp.studentaffairs@utmb.edu)    Ext. 2-3030    Rm. 4.226  
Darlene Bordelon – ASA Administrative Coordinator  
[shp.academicaffairs@utmb.edu](mailto:shp.academicaffairs@utmb.edu)    Ext. 2-9411    Rm. 4.224

**Acknowledgement:** Please sign and return to Darlene Bordelon for your personnel file. Failure to follow all rules can result in probation or termination.

\_\_\_\_\_  
Tutor Signature

\_\_\_\_\_  
Date