



**ARC**

ACADEMIC RESOURCE CENTER  
at Harvard University

## 2019-20 Peer Tutoring Information for Tutees

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The Peer Tutoring Program employs undergraduate and graduate peer tutors to help support their peers in gaining a better understanding of course material, learning strategies, organization and study skills, and other approaches to academic success. In order to receive a peer tutor, students must be registered in the course in which they are requesting tutoring. Peer tutoring is private and protected by FERPA.

### Tutee Responsibilities:

- In order to help their peer tutor determine the focus for their tutoring session, tutees are expected to come prepared to peer tutoring with questions and having reviewed the material.
- Tutees are encouraged to communicate effectively with their peer tutors about their needs. For instance, they should share information about ways they learn best and whether they need material explained more fully or in a different way.
- Tutees should keep in mind that the peer tutors do not have access to the answers for assignments and are not permitted to check answers or work directly on homework (see Homework Policy). Peer tutors will guide their tutees towards a deeper understanding of concepts and will work towards helping the tutee to build their skills in approaching the material.
- Tutees will arrive on time for tutoring.
- Peer tutors with assignments are required to contact their tutee within 24 hours of receiving an email confirming the assignment. Tutees are required to respond to peer tutors within 48 hours of a peer tutor's contact. Peer tutor and tutee are required to have their first meeting within 10 days of the assignment. If a tutee is not responsive, the program or the peer tutor may cancel the assignment.
- Tutees are responsible to know the program policies including cancellation policies and academic integrity policies. Tutees may find extensive information on the ARC website, [www.academicresourcecenter.harvard.edu](http://www.academicresourcecenter.harvard.edu).

### Academic Integrity

All peer tutors and tutees are expected to abide by the College's policies on academic integrity as outlined in the rules on academic dishonesty in the [Harvard Handbook for Students](#) and in Harvard College's [Honor Code](#). Non-College students must also adhere to their own school's code of conduct and

policies. The Student Academic Integrity Fellows ([SAIFs](#)) are available as a resource for all students who have concerns about academic integrity.

For peer tutoring, please be aware of the below guidelines.

Peer tutors will:

- Help a tutee to figure out why they might be confused about the material.
- Work with a tutee to gain a better understanding of the concepts in a course.
- Guide the tutee to resources within the course, the College, and to trustworthy online resources.
- Recommend study and exam-taking strategies.
- Share their own experiences from taking the course and studying.
- Be supportive and respectful of their tutees.

Peer tutors will not:

- Collaborate on any work with a tutee. All work needs to be the tutee's.
- Help with take-home exams and homework assignments.
- Help with applications.
- Proofread, edit or check answers.
- Helping with writing. Peer tutors are permitted to talk through concepts and ideas related to a paper. For writing support, undergraduates should contact The Writing Center, <https://writingcenter.fas.harvard.edu/>. The Harvard librarians are available for research support. <https://library.harvard.edu/how-to/get-research-help>
- Tutor electronically. Peer tutoring happens in person. Peer tutors are not permitted to answer questions about the material via email, text, or video. In very select situations, after approval by the program supervisors, peer tutoring may happen via video.
- Share their own work with a tutee. This restriction includes a prohibition on sharing their papers, a completed problem set, their notes, study guides, or computer code. Peer tutors may not share materials from a prior version of a course without express permission from the course. The program supervisors will seek this permission upon request.

## Homework policy

Peer tutors may use homework problems as reference during tutoring sessions, but they will not assist tutees on homework. Instead, peer tutors will review concepts and may work on practice problems similar to those commonly assigned as homework and on exams. Specific homework help should be sought out with the course/department directly, e.g., office hours, Math Question Center, Economics Question Center, Math Night, Physics Night. See the ARC website for a list of some of the resources on Campus, [www.academicresourcecenter.harvard.edu](http://www.academicresourcecenter.harvard.edu).

Tutees should provide similar or sample problems for the tutoring meeting which may be found in course material, or by request to the courses. A good approach to approaching tutoring in compliance with the program's homework policy, to avoid difficulties or violations of rules as well as in the interest of good pedagogy would be for the peer tutor to offer guiding questions and pointers and for the peer tutor to work with the tutee to help them get started on the problems by talking through the concepts and referring to lecture notes for relevant material.

## **Title IX**

All peer tutors are considered "Responsible Employees" with regards to Title IX disclosures.

As Peer Tutors, peer tutors are an employee of the College, and because they are employees of the College, a student whom peer tutors are tutoring might reasonably expect that peer tutors are someone who possesses information about University resources and is in a position of authority to help them. In their roles as a Peer Tutor, when a student discloses information about an incident of sexual or gender-based harassment, including sexual assault, peer tutors have a responsibility to share that information with the Title IX Coordinator.

If a student discloses Title IX concerns, the peer tutor contacts the program supervisors to help determine next steps. These steps would be either that the supervisors will connect the student with the Title IX Coordinator or the peer tutor will do so. Together with the program supervisor, a determination will be made about the best path.

## **Peer Tutoring Weekly Appointment Limits**

A student may sign up for up to two 60-minute, one-to-one sessions per course each week. Group tutoring does not count toward the weekly two-appointment per course weekly limit. A week is defined as Sunday to Saturday. Occasionally, exceptions can be made to the two appointment/week policy with approval of the ARC program staff.

## **Cancellation Policy**

Tutees must notify their peer tutor at least 24 hours prior to appointment start time. Students who miss three scheduled appointments (either by not showing up or by cancelling with less than 24 hours' notice) may lose access to participating in the tutoring program for that course for the remainder of the term and must consult with ARC program staff.

## **Additional Support and Resources**

A list of academic support resources on Campus can be found on the ARC website, [www.academicresourcecenter.harvard.edu](http://www.academicresourcecenter.harvard.edu). You may also contact the program staff at [academicresourcecenter@harvard.edu](mailto:academicresourcecenter@harvard.edu) for any questions about peer tutoring and to explore other ways to get academic support.