

September 24, 2009

Dear Student,

Enclosed are important materials and information regarding your interest in becoming a Barnard Academic Fellow, (i.e., Tutor) for the Fall 2009 semester. To become an official tutor, you have to: 1) complete and submit all of the appropriate forms, 2) receive all of the necessary signature(s) on the forms and 3) be assigned to, and start working with, a student or group of students.

Please make sure that this packet contains all of the following:

- 1) A *Courses in which Tutors are Needed* handout
- 2) A *Frequently Asked Questions for Academic Fellows (i.e., Tutors)* handout
- 3) An *Academic Fellow Application*
- 4) A *Contract for Academic Fellows*
- 5) *Progress Report* (1 copy)
- 6) A *Student Employee Payroll Schedule*
- 7) A *Highlighted Information for Academic Fellows (i.e., Tutors)* handout

It is important to remind you that although we do try, as much as possible, to match all of our available Academic Fellows with students (i.e., tutees), there is a possibility that we may not have enough tutees for all of our available Academic Fellows.

Please **READ ALL OF THE ENCLOSED INFORMATION VERY CAREFULLY.**

It is especially important that you carefully read, and review, the *Frequently Asked Questions for Academic Fellows (i.e., Tutors)* handout and the *Highlighted Information for Academic Fellows (i.e., Tutors)* handout. These two resources will be very helpful in guiding you through the process of becoming an official tutor. Remember, you **MUST** complete and submit all of the required forms.

If after reviewing all of the enclosed information you have any questions, please contact me (telephone: 212-854-2024; e-mail: [astarks@barnard.edu](mailto:astarks@barnard.edu)). Thank you.

Sincerely,  
Dean Adjua Starks

## **COURSES IN WHICH TUTORS ARE NEEDED** **FALL 2009**

Listed below are the specific courses for which tutoring is offered under the Academic Assistance Program (i.e., the Tutoring Program). If you happen to have expertise in any courses outside of the specific courses listed below, feel free to list them as supplemental information. However, our main needs for tutoring will be in one of the following courses:

- \*Biology 1500 (Introduction to Organismal & Evolutionary Biology)
- \*Math 1101 (Calculus I)
- \*Math 1102 (Calculus II)
- \*Econ 1003 (Introduction to Economic Reasoning)
- \*Econ 1007 (Mathematical Methods for Economics)
- \*Econ 3033 (Intermediate Macroeconomic Theory)
- \*Econ 3035 (Intermediate Microeconomic Theory)
- \*Elementary foreign language course
- \*Intermediate foreign language course

Please note that although tutors are needed in each and every one of the courses listed above, **there is a great need for tutors in the following courses: Biology 1500, Calculus I, Calculus II and all levels of Economics.**

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### **HIGHLIGHTED INFORMATION FOR ACADEMIC FELLOWS (i.e., TUTORS) FALL 2009**

- #1: As a tutor under the Academic Assistance Program, you can ONLY tutor from Monday, September 28, 2009 through Monday, December 14, 2009. The latter date is the last day of classes. Also, as a tutor under the Academic Assistance Program, you **CANNOT TUTOR during the period from Thursday, November 26, 2009 through Sunday, November 29, 2009.**
- #2: There are no more paper timesheets. You will now complete and receive approval of your timesheets electronically. To learn how to complete and submit your electronic timesheets, as well as to learn more about this new process, please do the following: go to [www.barnard.edu/ocd](http://www.barnard.edu/ocd), then click on to "TimeSheet X," then click on to the "Student Home Page," then carefully read all of the information on that page to learn about the new process as well as to learn how to submit your timesheets electronically. If you have any questions about the new TimeSheet X system, please contact Won Kang in the Office of Career Development at ext. 4-2033.
- #3: If you are tutoring a group of 2 to 3 students, you are not paid \$15.00 per student. You are paid \$15.00 per hour regardless of whether you are tutoring one student or 3 students.
- #4: You are only allowed to tutor your individual tutee, or group of tutees, for two hours per week on one set day per week. Any tutoring service that you provide outside of this is strictly voluntary on your part and you will not be compensated for it.
- #5: Timesheets and Progress Reports are two entirely different documents. (Please see the enclosed "***Frequently Asked Questions for Academic Fellows (i.e., Tutors)***")" handout for further information. You must submit your timesheets and a progress report for EACH of your tutees on each of the days that your timesheets are due.
- #6: If you are tutoring a group of 2-3 students, you cannot break up the group and tutor one person on one day of the week and the remaining people on a different day of that same week. You and all of your tutees must come up with one regular mutually agreed upon day and time where you will meet together as a group on one day each week for your two hour tutorial session (for example, Mondays from 2 pm to 4 pm).



**Academic Assistance Program**  
**Progress Report**  
**FALL 2009**

Please submit one report per student every two weeks and submit to the Dean of Studies Office with your timesheet. No payments will be made unless this form is submitted with the timesheet.

Tutor \_\_\_\_\_ Date \_\_\_\_\_

Assigned Student \_\_\_\_\_

Course for which assistance is being given: \_\_\_\_\_

**Sessions**

Date	Time	Topics Covered
_____	_____	_____
_____	_____	_____

E=Excellent   G=Good   I=Needs Improving   N/A=Not applicable to my subject

**Work and Preparation**

Works well with others in the study group (if applicable)	
Has done homework before coming to session	
Brings all materials needed (calculator, textbook, notebook, etc.)	
Pays attention and stays focused	
Asks questions	
Is on time to the sessions	

**Reading/Study Skills**

Review from class notes, textbook, quizzes, homework, study group sessions	
Can clarify problems by type	
Knows her terminology	
Understands formulas	
Uses summary sheets	
Times herself when practicing problems	
Is confident, relaxed when solving problems	

Reads the problem twice; understands what is being asked and the principles and relationships involved	
Understands how to set up the problem	
Uses a visual approach to understanding a problem	
Checks results	



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### **FREQUENTLY ASKED QUESTIONS FOR ACADEMIC FELLOWS (i.e., TUTORS) FALL 2009**

Below is a detailed list of questions that are regularly asked by Academic Fellows. The purpose of these questions and answers is to provide you with a clear understanding of both: 1) the Academic Assistance Program and 2) your role in the program as an Academic Fellow (i.e., tutor). Because this list of questions and answers contains very important information, **as a prospective Academic Fellow, YOU ARE REQUIRED TO READ ALL OF THE INFORMATION BELOW VERY CAREFULLY.**

If after thoroughly reading all of the information below, you have additional questions, please contact Dean Adjua Starks in the Dean of Studies Office (telephone: 212-854-2024, e-mail: [astarks@barnard.edu](mailto:astarks@barnard.edu)).

**Q: As a tutor, what days during the semester AM I ALLOWED to tutor and what days during the semester AM I NOT ALLOWED TO TUTOR?**

**A:** As a tutor under the Academic Assistance Program, you can ONLY tutor from Monday, September 28, 2009 through Monday, December 14, 2009. The latter date is the last day of classes. Also, as a tutor under the Academic Assistance Program, you CANNOT TUTOR during the period from Thursday, November 26, 2009 through Sunday, November 29, 2009.

**Q: What are the courses in which I can tutor students?**

**A:** The Academic Assistance Program provides tutoring in the following courses: Biology 1500 (Introduction to Organismal & Evolutionary Biology), Math 1101 (Calculus I), Math 1102 (Calculus II), Econ 1003 (Introduction to Economic Reasoning), Econ 1007 (Mathematical Methods for Economics), Econ 3033 (Intermediate Macroeconomics Theory), Econ 3035 (Intermediate Microeconomic Theory), elementary foreign language courses and intermediate foreign language courses. You can therefore tutor students in any of the above mentioned courses. We particularly need tutors in Biology 1500, Calculus I, Calculus II and all levels of Economics.

**Q: If I am approved by the Dean of Studies Office to work as a tutor during the Fall 2009 semester, does that mean that I will definitely be assigned a tutee and work as a tutor?**

**A:** No. Tutors are matched with students needing tutoring as the requests come in to the Dean of Studies Office. There is a possibility that we may not have a tutee requesting the particular subject for which you can tutor. We do try, as much as possible, to match all of our available tutors with tutees. Also, please keep in mind that some students may not request tutorial assistance until later on in the semester. For this reason, tutors may be assigned students at different points in the semester.

**Q: How will I know when I've been matched with a student/tutee?**

**A:** The Dean of Studies Office will notify you, via e-mail, to let you know the name of the student(s) assigned to you?

**Q: Once I have been assigned a tutee, what is the next step regarding making contact with the tutee(s) that I have been assigned?**

**A:** Once you receive an e-mail with the name of the student(s) assigned to you, it is then your responsibility to contact them immediately to set up a regular meeting time and place to conduct your two hour, once a week, tutorial sessions. IT IS ALSO YOUR RESPONSIBILITY to keep track of each date and time that you meet with your tutee(s), as well as the date and time of both your first tutorial session of the semester and your last tutorial session of the semester. You are required to report to Paula Hercules, AS EARLY AS POSSIBLE, the date and time of your first tutorial session and the date and time of your last tutorial session.

**Q: Once I have made contact with the student(s) and have set up a weekly tutorial session, what should I do then?**

**A:** After you have set up your weekly meeting time with your tutee(s), first, you should contact Paula Hercules, via e-mail, to report that information. Then, you should familiarize yourself quickly with the Office of Career Development (OCD's) new electronic timesheet system called TimeSheet X. As there are no longer paper timesheets, you will now complete and receive approval of your timesheets electronically. To learn how to complete and submit your electronic timesheets, as well as to learn more about this new process, please do the following: go to [www.barnard.edu/ocd](http://www.barnard.edu/ocd), then click on to "TimeSheet X," then click on to the "Student Home Page," then carefully read all of the information on that page to learn about the new process as well as to learn how to submit your timesheets electronically. If you have any questions about the new TimeSheet X system, please contact Won Kang in the office of Career Development at ext. 4-2033.

**Q: If I am providing one-on-one tutoring to a student, how often am I required to meet with that student?**

**A:** You should meet with that student once a week, on one set day per week, for **two hours only**.

**Q: If I am providing Group Tutoring, how often am I required to meet with those students and how many students will I tutor in a group at one time?**

**A:** You should meet with your tutees as a group for a total of **two hours per week** on one set day per week. For group tutoring, you will not tutor more than 3 students at a time.

**Q: If I am tutoring a group of 2 to 3 students, am I paid fifteen dollars per student?**

**A:** No, you are paid \$15.00 per hour regardless of whether you are tutoring one student during the two hour per week session or 3 students during the two hour per week session. You are only allowed to tutor your group for two hours per week on one set day per week.

**Q: If I have a group of 2-3 students, can I break up the group and, for example, tutor one on one day of the week and the others on a different day of the week?**

**A:** No. You and all of your tutees must come up with one mutually agreed upon day and time where you will meet each week together as a group for two hours (for example, every Monday from 2pm – 4pm). If, due to any extreme circumstances, you break up your group and tutor one student one day of the week and then the others another day during that same week, YOU STILL WILL ONLY BE PAID FOR TWO HOURS OF WORK PER WEEK AND WILL RECEIVE A TOTAL OF \$30.00 FOR THAT WEEK.

**Q: Am I paid for the work that I do to prepare for my tutoring sessions?**

**A:** No, tutors are not paid for prep time.

**Q: How much am I paid per hour?**

**A:** Fifteen dollars an hour.

**Q: What steps do I need to take in order to get paid?**

**A:** To receive payment as an Academic Fellow, you must submit two documents: 1) a Progress Report and 2) an electronic timesheet, through the Office of Career Development's new electronic timesheet system called TimeSheet X. You must submit both of these documents at the same time, bi-weekly (i.e., once every other week) in accordance with the OCD's Student Employee Payroll Schedule. If you do not submit both of these documents on the same day, on time, your timesheet will not be approved for payment. You must submit your Progress Report to Paula Hercules in the Dean of Studies Office. A blank Progress Report is included in this packet for your convenience. Before they run out, please come to the Dean of Studies Office to pick up additional copies of the form.

**Q: If I am tutoring more than one student, can I submit one Progress Report for all of them?**

**A:** No, you must submit one Progress Report for each student that you tutor.

**Q: Once I have completed all of the appropriate steps to have my paycheck processed, where do I go to pick up my check?**

**A:** You will select through the OCD whether you want your paycheck to be directly deposited into your bank account or whether you instead prefer to have your paycheck placed in your mailbox. You will be paid according to the *OCD's Student Employee Payroll Schedule*. A copy of the payroll schedule is included among these Tutor documents.

**Q: What is the last date that I can provide tutoring services to my tutee(s)?**

**A:** The last day that you can provide tutoring services is Monday, December 14, 2009. Any tutoring services that provide after Monday, December 14, 2009 will be voluntary on your part and therefore you will not receive compensation.

# *Barnard College*

## **CONTRACT FOR ACADEMIC FELLOWS** **FALL 2009**

I, \_\_\_\_\_, understand that by signing this contract to be a Barnard Academic Fellow for the Fall 2009 term, I agree to, and am required to, do the following:

Work with my assigned student(s) for one, two hour session per week, on one day per week, with each weekly session not to exceed two hours in length.

Conscientiously prepare for the two hours of weekly tutorial assistance that I provide.

Adhere to the Barnard College Honor Code in all of my academic dealings with my assigned student(s).

Complete and hand in bi-weekly Progress Reports to the Dean of Studies Office in accordance with the Student Employee Payroll Schedule.

Complete and submit bi-weekly timesheets to the Career Development Office electronically in accordance with the Student Employee Payroll Schedule and the Career Development Office's new electronic timesheet system (i.e., TimeSheet X).

Report any problems with my assigned student(s), including repeated absences or continued difficulty, to Dean Adjua Starks.

I understand that I will be remunerated at a rate of \$15.00 per hour of assistance.

I understand that I can only tutor from Monday, September 28, 2009 through Monday, December 14, 2009 and if I tutor after December 14, 2009, I am working outside of the Academic Assistance Program AND WILL NOT RECEIVE ANY PAYMENT from Barnard College's Academic Assistance Program.

I have thoroughly read, understand, and will abide by, all of the information listed in both the "***Frequently Asked Questions for Academic Fellows (i.e., Tutors)***" handout and the "***Highlighted Information for Academic Fellows (i.e., Tutors)***" handout.

I understand that once I sign this contract, I am agreeing to tutor and/or be available to tutor from the date listed next to my signature until December 14, 2009.

\_\_\_\_\_  
Print Name (Academic Fellow)

\_\_\_\_\_  
Sign Name (Academic Fellow)

\_\_\_\_\_  
Date (Academic Fellow)

\_\_\_\_\_  
Dean Adjua Starks

**Student Employee Payroll Schedule for September 8, 2009– May 14, 2010**

Students are paid biweekly. **Hours must be entered into Timesheet X** (our new automated, online system) **by the payroll due dates for paychecks to be issued on the corresponding pay date.**

Please remember that in order to be paid each student must complete an I-9 and W-4 forms **before beginning work.** Federal Work Study and Barnard College Job Award recipients must consider their award size when planning work schedules. **Students cannot be paid beyond their award.**

<u>Payroll Period</u>			<u>Student Due Date</u>		<u>Supervisor Due Date</u>		<u>Pay Date</u>	
9/8	(Tue) - 9/16	(Wed)	9/17	(Thu)	9/18	(Fri)	10/2	(Fri)
9/17	(Thu) - 9/30	(Wed)	10/1	(Thu)	10/2	(Fri)	10/16	(Fri)
10/1	(Thu) - 10/14	(Wed)	10/15	(Thu)	10/16	(Fri)	10/30	(Fri)
10/15	(Thu) - 10/28	(Wed)	10/29	(Thu)	10/30	(Fri)	11/13	(Fri)
10/29	(Thu) - 11/11	(Wed)	11/12	(Thu)	11/13	(Fri)	11/27	(Fri)
11/12	(Thu) - 11/25	(Wed)	11/26	(Thu)	11/27	(Fri)	12/11	(Fri)
11/26	(Thu) - 12/9	(Wed)	12/10	(Thu)	12/11	(Fri)	1/8*	(Fri)
12/10	(Thu) - 12/23	(Wed)	12/24	(Thu)	12/25	(Fri)	1/22*	(Fri)
12/24	(Thu) - 1/6	(Wed)	1/7	(Thu)	1/8	(Fri)	1/22	(Fri)
1/7	(Thu) - 1/20	(Wed)	1/21	(Thu)	1/22	(Fri)	2/5	(Fri)
1/21	(Thu) - 2/3	(Wed)	2/4	(Thu)	2/5	(Fri)	2/19	(Fri)
2/4	(Thu) - 2/17	(Wed)	2/18	(Thu)	2/19	(Fri)	3/5	(Fri)
2/18	(Thu) - 3/3	(Wed)	3/4	(Thu)	3/5	(Fri)	3/19	(Fri)
3/4	(Thu) - 3/17	(Wed)	3/18	(Thu)	3/19	(Fri)	4/2	(Fri)
3/18	(Thu) - 3/31	(Wed)	4/1	(Thu)	4/2	(Fri)	4/16	(Fri)
4/1	(Thu) - 4/14	(Wed)	4/15	(Thu)	4/16	(Fri)	4/30	(Fri)
4/15	(Thu) - 4/28	(Wed)	4/29	(Thu)	4/30	(Fri)	5/14	(Fri)
4/29	(Thu) - 5/14	(Fri)	5/14	(Fri)	5/17**	(Mon)	5/28	(Fri)

**Student Due Date:** deadline for students to enter hours and approve online

**Supervisor Due Date:** deadline for supervisors to approve hours

*Paychecks will be sent to student mailboxes. For direct deposit, please fill out a direct deposit form and submit to Career Development with voided check. Allow 2 pay periods for setup of direct deposit.*

*\* Due to the winter holidays, time sheets for the 11/26 – 12/9 pay period will be paid on 1/8/10. Time sheets for both the 12/10 – 12/23 and 12/24-1/6 payroll are due on 1/8 and will be paid on 1/22/10.*

*\*\* Friday, May 17, 2010 is the final payroll due date for the 2009-2010 academic year. Hours should be entered and approved by 5/17 and will be paid on Friday, 5/28. This paycheck is delivered to the Bursar Window and will take some time to be forwarded to your permanent address.*