BURRELL COLLEGE OF OSTEOPATHIC MEDICINE
STANDARD OPERATING PROCEDURES

Burrell Tutoring Program	SOP #: SA.027.01
Effective Date	3.7.2022
Last Revision/Review	5.19.2023

1. Purpose

To outline and define the processes by which to document the role of the Burrell Peer Tutoring program.

The tutoring program is facilitated through the Office of Student Affairs (OSA) and consists of group didactic tutoring for all OMS-1 and OMS-2 basic science courses, and didactic tutoring for OMM 1-4.

2. Related Policy/Authority

Burrell College of Osteopathic Medicine; Student Handbook

3. Faculty/Staff Responsibilities

Coordinator: Director of Academic Support Services

> Recruits OMS-1 and OMS-2 tutors; makes tutor selection by ensuring basic criteria is met and that student is in good academic standing, assigns them their roles/blocks, facilitates a tutor orientation, communicates with tutors and Course Director(s), markets tutoring via email and Daily Updates, manages online scheduling system (Acuity), creates and submits invoices to OSA administrative assistant, follows-up with Finance to ensure tutors have submitted their W-9 and have a direct deposit form on file, and collects feedback on sessions/tutors.

Assistant Vice President of Student Affairs

> Approves purchase requisitions, and monitors budget.

4. Definitions/Abbreviations

Acuity – online scheduling system: https://acuityscheduling.com

Didactic – academic tutoring (no lab space necessary)

5. Procedural Steps

> 3.1-Recruiting

In May of each academic year, a tutor solicitation email will be sent to the OMS-1 and OMS-2 classes with information on becoming a tutor for the following academic year. It is important to be very clear about the academic requirements of being a tutor (see for more details)). Include the application, deadline to apply, a date wherein students will know whether they have been selected for the first block of tutoring, and the day/time of the orientation meeting.

> 3.2-Training

At the beginning of the academic year, all tutors and Coordinator will have a meeting to discuss Burrell Peer Tutoring expectations, scheduling, and filling out a W-9. This meeting will also give tutors a chance to discuss their ideas for improvement of the program.

3.3-Scheduling

The Coordinator will communicate with the tutors prior to each block and determine the days/times that each session will occur. Once this happens the session will be put in to the Acuity Scheduling system and LEO under Student Affairs (tagged under Academic Support)..

3.4-Payment

After the of the completion of the block, tutors are emailed to submit their hours via the timesheet to the Coordinator. At that point, the Coordinator will complete a timesheet for each tutor and submit those to the OSA administrative assistant who will then create a purchase requisition that goes to Finance. Compensation usually takes 2-3 weeks from the time the student sends their hours to the Coordinator.

6. Reports/Charts/Forms/Attachments/Cross References

Purchase Requisition

Acuity Scheduling

W-9

7. Maintenance

Student Affairs, created this SOP. Revisions will occur as needed.

8. Signature

Approved by	5.11.2023
Department Head of Student Affairs	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
5.11.2023	all	Edited the Purpose (our tutoring program is eliminating the practical and lab tutoring (OMM, anatomy, and ultrasound). Updated Definitions/Abbreviations, Procedural Steps, Scheduling, and Payment.		5.19.2023

Burrell College of Osteopathic Medicine Tutor Application
2021-2022 Academic Year

Tutors are crucial to the learning process at BCOM. The Office of Student Affairs is committed to providing excellent academic experiences for all students involved in the tutoring process. This process is just as important for the tutors as it is for those being tutored. Tutors will develop leadership, communication, collaborative skills, and academic enhancement for the tutors and those who request tutoring services.

Final decisions about students eligible to be lead tutors and tutors for each course are based on academic requirements and approval of the Executive Director of Student Affairs.

Academic Requirements:
- Must meet the grade criteria - having received an average of an 85% or higher in the course you wish to tutor in small groups; having received an 80% or higher average in the course you would like to collaborate on for a Student Led Review.
- Must remain in good academic standing while working as a *tutor (see the Student Handbook)*

Additional Requirements – as a tutor, you are expected to:
- Communicate regularly with the Tutor Coordinator and Course Director(s) when necessary
- Be prepared and on time for your tutoring session
- Act professionally in an academic setting (see *Code of Professional Conduct*)
- Ability to work both independently and as part of a team
- Attend the tutor orientation or meet one-on-one with the Tutor Coordinator
- Willingness to utilize supported technology to host the sessions and track hours

Position Description:
Tutor ($12/hour – up to 3* hours per week)
- Facilitate interactive, small-group sessions via Zoom and/or in-person on campus
- Co-present Student-Led Reviews
- Attend necessary orientations and training (anatomy/ultrasound, and OMM)

*No Student Doctor can work over 3 hours per week without receiving permission from the Office of Student Affairs.

Please direct any questions or concerns about the tutoring program to Miley Grandjean – mgrandjean@burrell.edu

Name: _____

Please provide your final percentage for the course(s) that you wish to apply for and then submit your completed application to - **mgrandjean@burrell.edu**

By submitting this application to the email listed above, you are attesting that all the information stated in this application is truthful and accurate.

Subject:	Course Grade:
M2P	_____
IHL1	_____
MSK1*	_____
CV1	_____
RESP1	_____
OMM1 & 2	_____
REN1	_____
GI1	_____
Endo/Repro1	_____
NS1*	_____
PBD	_____
OMM2	_____

*If you are interested in applying to be an anatomy and/or ultrasound tutor, you must meet the criteria for both MSK1 and NS1 and answer the specific (highlighted at the bottom of this application) questions below. If you are not interested in being a tutor for anatomy/ultrasound, but you are interested in MSK and/or NS, type "N/A" for those questions.

List any relevant experiences you have with teaching, tutoring, or facilitating small or large groups.

List three things you hope to learn from serving in the role of a Tutor and/or any special projects you would like to develop/provide.

How will this experience be useful to you in the clinical years and in residency?

List any relevant experiences you have in a cadaver dissection lab.

List any relevant experiences you have with ultrasounds (not a requirement – you will receive training) and/or note whether this component is something you are interested in tutoring.