Burrell Tutoring Program	SOP #: SA.027.01
Effective Date	3.7.2022
Last Revision/Review	5.6.2024

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	5.6.2024
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