

2020-2021 LANGUAGE PEER TUTORING **General Guidelines and Policy**

About the Program:

Individual and small group (2 maximum) peer tutoring is available by appointment for TCU students who are currently enrolled in courses in the following languages: German, Italian, French, Japanese, Chinese, and Arabic.

Important Note: Please Read Carefully

1. *The Peer Tutoring Program is **NOT** a Conversation Partner Program. Students who want to practice their conversation skills with a native or advanced speaker must contact their instructor.*
2. *Meeting with a peer tutor is not a substitute for a one-on-one conversation with a faculty.*
3. *Peer Tutors are not teachers. They will not teach a lesson that a student may have elected to miss by not attending class.*
4. *Before working with a tutor, students are expected to have studied the assigned material, read the instructions for their assignments, and/or have attempted to complete their homework assignment.)*

Who Is Eligible?

Students who are **currently enrolled in a 3-credit hours course** in one or more of the languages offered in the Department of Modern Language Studies may request appointments with the peer tutors. Each student may request **up to 10 hours of FREE tutoring** in any given semester. For additional tutorials, students need to contact their instructors.

The Peer Tutoring Program **provides priority assistance to students who are encountering difficulty** with class assignments and/or the general management of the language learning experience. For example, students who need assistance in developing listening, speaking, reading, and writing skills can request to work with a tutor. Faculty who see a critical need for additional assistance can refer their students to a peer tutor.

Who Are the Tutors and What Makes Them Qualified to Work with Students?

Tutors are advanced learners of one or more of the languages offered in the Department of Modern Language Studies or native speakers of one of those languages. Tutors are nominated by professors in the department of Modern Language Studies based on their proficiency and competence in the target language as well as their interest in the program. All tutors attend **one mandatory training workshop** at the beginning of each long semester and participate in follow-up sessions throughout the semester. In this training, led by the director of the Peer Tutoring Program, tutors read about and learn to apply several one-on-one tutoring techniques and methodologies that are specifically suited for foreign language learning. Before students are fully vetted as peer tutors, they must commit to uphold the values and policies of the Peer Tutoring Program in the Department of Modern Language Studies.

What Should Students Expect from Their Tutors?

Tutors are **not** language teachers but language assistants and coaches.

They will be able to:

1. Explain the language concepts that beginning and intermediate learners have to master;
2. Offer various practice exercises in all four skills (Listening, Speaking, Reading, and Writing);
3. Help to promote cultural competence;
4. Engage students in communicative activities;
5. Share strategies for learning and maintaining key skills that have been helpful to them when they were beginning and intermediate learners;
6. Offer online and/or other language learning resources.

What Will Tutors NEVER do?

1. Tutors **will NEVER complete** any assignment for their tutees.
2. Tutors **will NEVER predict or guarantee grades.**
3. Tutors **WILL NEVER** edit or write the assignments.
4. Tutors **WILL NEVER** second guess a faculty's evaluation of a student's work.

What Are the Students' Responsibilities?

Once students receive confirmation of their appointment, **they are expected to keep their appointment and meet their tutors on time.** If students anticipate a scheduling conflict or experience a medical emergency, they must cancel their appointment online, **at least 1 hour** before the appointment.

Important Note:

Students who cannot keep their appointment MUST cancel it no later than 60 minutes before the reserved time). *Students who miss two consecutive times in a same semester will become ineligible to receive any tutoring help for the rest of that semester.*

Students are expected to be able to have or access their textbook. Students are also expected to provide any written instructions they will have received from their instructor concerning an assignment.

How to Make an Appointment?

Eligible students may request an appointment with a tutor online. Follow the steps below to request an appointment:

1. **Go to <http://www.clacls.com>**
2. Click on **Schedule an appointment with a tutor**
3. Click on **Book Appointment**
4. **Choose the tutor** in the language studied and click on the tutor's name
5. **In the monthly calendar,** click on the first day of the week to see availability, then, pick an appointment time
6. Choose your preferred option to **sign in**
7. **In the Comments field, explain your reason for requesting an appointment** (to work on an assignment, practice pronunciation, improve listening-comprehension, other)
8. **Book** your appointment
9. Wait to receive a **confirmation email**

Hours of Operation and Location:

The Language Peer Tutoring Program is a service of the Center for Languages and Cultures. Students may request appointments Monday through Friday. During the fall semester of 2020, appointments will be online.

Questions?

Current TCU students who are eligible to participate in this program and who wish to ask questions should contact their language instructor and/or Dr. Marie Schein, Director of the Center for Languages and Cultures and the Language Peer Tutoring Program. Email m.schein@tcu.edu