

•TUTOR DUTIES AND GUIDELINES•

Faculty ~ tutor liaisons — Spring 2011:

Cynthia Kauffeld (HUM200C) kauffeld@macalester.edu office hours: MWF 2:30–3:30 pm
Susana Blanco-Iglesias (HUM200A) blancoiglesi@macalester.edu office hours: MWF 10:50–11:50 am

Susana and Cynthia are the current faculty~tutor liaisons. Do not hesitate to stop by their offices (during their office hours or whenever their doors are open) or email them with any questions that arise during your tutoring shifts and also please let them know of any recurring issues or problems, or any suggestions you have.

NOTE: There will be a **tutor log** in place on the table in HUM223. During each shift, please complete an entry for every student you work with and for every task you complete for a professor or for Ann. The log should be left on the table of the tutor office and will be checked regularly by the liaisons.

RESPONSIBILITIES:

1. Your main priority is to help students (mainly those in courses 101–204/220) improve their language skills in Spanish.

This may include:

- a. helping a student with homework and/or a specific grammar point.
- b. helping a student who comes in with specific questions about a composition on which he or she is working.
- c. guiding conversation with a student who would like more practice speaking (see Tutor folder for resources to use for conversation).

This may NOT include:

- a. proofreading compositions or other writing assignments for students. It is not acceptable for tutors to read through and point out errors in student writing, even if they do not correct those errors. If a student requests this, please let him or her know that you are not permitted to proofread.
- b. helping a student with an assignment that is dropped off. The student must always be present and an active participant in tutoring activities.

2. When there are no students requesting tutoring, you may be asked to carry out other duties for department faculty. These may include tasks such as photocopying, data entry or running campus errands. You are **not** permitted nor should you be asked to grade homeworks, papers, quizzes, or exams for professors.

NOTE: Please let one of the liaisons know if you are asked to do something that is not in keeping with your job description.