

TUTORIAL GUIDELINES

What are tutorials?

Tutorials are private one-on-one sessions with a tutor. They are available in most departments as a means of assisting eligible students who are having difficulty meeting curricular requirements. Tutorials are processed by the Office of Academic Support and Disability Support Services (OASDS) in conjunction with the Office of Academic Affairs. Tutors are selected by the class instructor and are usually graduate students or advanced upperclassmen who have worked with the Instructor or the department. On rare occasions, a faculty member may be approved to tutor a student.

How do I request a tutorial?

If a student needs tutoring

1. **DISCUSS:** The Student must first **discuss** the need for tutoring with the Instructor (before contacting OASDS).
2. **EMAIL:** The Instructor should request tutoring for the Student by submitting a completed **Tutorial Contract** to [OASDS](#) (note- this document must be signed by the Student, Tutor, and Instructor). At this time, the Instructor can recommend a specific Tutor.**REVIEW:** OASDS will **review** the request with the Dean of Academic Affairs and Assessment to decide
3. **NOTIFY:** OASDS will **notify** the Student and Instructor of the decision.

OASDS will be the central point of communication surrounding this initial inquiry.

What is a Tutorial Contract?

After the initial inquiry, the Instructor obtains a **Tutorial Contract** from OASDS. The Instructor, together with the Student and Tutor, then completes Sections 1 - 3 with all

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signatures and submits the contract to OASDS for processing. Tutorials are set up on a semester-by-semester basis.

What is my responsibility as a student?

- Students are expected to set up a schedule of tutorials with the Tutor, to attend all sessions, to arrive promptly, and to come prepared.
- Students should treat tutorial sessions like private studio lessons. If, for any reason, they are unable to attend, they must call the Tutor in advance.
- **Failure to notify Tutor in advance will result in students being billed for missed sessions.** Disregard for these responsibilities may be reported to the Scholastic Standing Committee and may result in termination of the tutorial.
- To complete and submit **Bi-Weekly Tutorial Report** to [OASDS](#).

What is the responsibility of the Tutor?

Tutors are expected

- To set up a schedule of tutorials with the Student
- To arrange for a room (or App for remote tutoring)
- To prepare assignments in conjunction with the class instructor.

OASDS will provide tutors with **Bi-weekly Tutorial Report** forms at the outset of the tutorial.

- Tutors must submit Bi-weekly Tutorial Reports to OASDS. Tutors may submit these reports once per month if preferred (*no later than the first day of the following month* to ensure timely payment). These reports are a critical tool in monitoring the Student's progress and will be shared with the Registrar's Office. Tutors cannot be paid until completed Bi-weekly Tutorial Reports are submitted.
- If remote tutoring, the Tutor must submit the video recording (or link) of the tutoring session to OASDS with the Bi-weekly Tutorial Report of the recorded session.

Fees

Base pay for Student tutors is 25.00 per hour.

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Base pay for faculty tutors is \$50.00 per hour.

Payment of Fee

Students do not pay tutors directly. Once the tutorial has been approved, the Bursar will bill the Student's tuition account for the designated fee unless a different arrangement has been authorized.

Payment of Tutors

To be paid for tutoring services

Student Tutors

- Must first have a completed [Work-Study Employment Contract](#) on file in the Financial Aid office.
- Are paid by Juilliard on a bi-weekly basis.
- Are required to submit all worked hours bi-weekly via The Online Payroll Entry & Recording Application ([OPERA](#)), a web-based application that offers the convenience for Work-Study students and their supervisors to record, submit, and approve electronic timesheets.

Faculty Tutors

- Are paid once per month (faculty tutors).
- Are required to submit all worked hours via the ***Bi-weekly Tutorial Report*** form for each Student tutored. (This can also be submitted on a monthly bases if preferred.)

If you have any questions regarding the Tutorial process or would like to apply to be an OASDS Tutor, please contact Oasds@Juilliard.edu.

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