**Central College **

**Upward Bound**

***641.628.7677(office) 800.527.4047(toll free) 641.628.5912 (fax)***

***TUTORING GUIDELINES***

*Tutoring is available for all Central College Upward Bound students who request assistance. The following information may help you to better understand our tutoring program.* ***Please keep a copy for your records****.*

* *Every Upward Bound (UB) student receiving a grade below C- in a core curriculum class is required to receive tutoring until the grade improves. However, any UB student may request and receive additional assistance. We urge students to seek assistance early from their TSC – as soon as the student recognizes he or she is struggling in a class.*
* *It is the student’s and TSC’s responsibility together to arrange for tutors as needed. Finding a tutor within the school is usually the best available option. Students/ and TSC are urged to request support from their classroom teacher, another teacher, or peer. Students need to be sure to communicate with their TSC if he/she has arranged tutoring so correct documentation may be kept. The TSC is asked to keep track of each student's class progress so tutoring may be started as soon as it is necessary.*
* *Tutoring sessions will be 30, 45, or 60 minutes in length. The tutor will determine the number of sessions.*
* *Tutors should be retained by TSC's as needed. Upward Bound will pay tutors according to the following fee schedule:*
* ***Certified Educators employed in Target School $22/contact hour***

*Qualified Community Adults*

* *(Qualified = at least BA in relevant content area) $16/contact hour*
* *College Student Tutors $12/contact hour*
* *Student Tutors $7.25/contact hour*
* *Tutoring forms are provided and must be signed by both the tutor or student(s) and the tutee. Additional tutoring forms are available on the Upward Bound web site:* [***http://departments.central.edu/upwardbound***](http://departments.central.edu/upwardbound)
* *Tutors may* ***not*** *be parents, siblings, or other close relatives of the UB students being tutored. TSC's may do tutoring and be reimbursed at the Certified Educator rate for services provided outside the regular weekly meeting.*
* *Note: Upward Bound students may provide tutoring to another Upward Bound student for the student tutor pay rate with the approval of the TSC. It is the discretion of the TSC if he/she feels it will be an effective tutoring arrangement.*