LEARNING RESOURCE CENTER DEPARTMENT-FUNDED TUTORING: POLICIES AND PROCEDURES

The Learning Resource Center is open to support all members of the CSUCI community in their academic endeavors. Our main objective is to encourage student success through peer tutoring. Study space in the LRC is available for tutors from any department that have opted to support its own tutoring program. We ask that tutors from these departments respect the following policies and procedures:

- All tutoring must take place in one of the LRC study rooms.

- All LRC study rooms must be reserved ahead of time with a member of the LRC staff.

- Students who wish to tutor at a regular time each week must contact the LRC coordinator with information about their schedule so that it can be posted in the "interdisciplinary subjects" tutoring binder at the front of the LRC for student reference.

- The LRC keeps records regarding student use of the center. Students visiting the LRC for department-specific tutoring should follow login procedure by signing into and out of TutorTrac on the computer at the front of the LRC using their campus student ID. Students should select "LRC" as the center, indicate the subject for which they need tutoring, and select appointment type as "Study Room Usage." It is not necessary for these students to fill out an evaluation sheet regarding their tutoring session.

- Study rooms are for the communal use of all students who visit the LRC. Therefore, we ask that department-specific tutors not store materials in these rooms or post materials on the windows. If the tutor wishes to post a specific document in the LRC, he or she must check with the LRC coordinator. There will be schedules posted in front of each study room for the times that they have been reserved.

- If a student is working in one of the study rooms, and a department-specific tutor has reserved that room, the tutor should politely let the student know that they need to use the room.

- We ask that students who have come to work with department-specific tutors respect the general policies and procedures of the LRC, including those regarding cell phones and use of supplies or laptops. Information about these policies may be accessed from http://www.csuci.edu/learningresourcecenter/policies-procedures.htm

- The LRC is not responsible for maintaining a department-specific tutors' attendance. If a tutor is not present during their scheduled tutoring times, students will be referred to contact that tutor's direct supervisor.

We ask that any tutor who wishes to work in the LRC read and initial a copy of this procedures document and return it to the LRC coordinator before beginning tutoring. Thank you for your cooperation!

Tutor Name _____ Subject _____ Initials _____