

# Finding & Hiring a Private Tutor

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## **Finding a qualified and capable tutor**

To find a qualified tutor, it is often helpful to go through people or places you know and trust.

- Ask your professor or graduate teaching assistant for recommendations. They may know of qualified tutors who have successfully supported their students in the past.
- Visit the main office of the department or their website for information on tutoring. It's important to know that tutors usually are not screened by the department. If the department does have a list of tutors, that is a good place to start your search.
- Look for a student organization specific to your subject, and email organization members asking if they know of qualified tutors.

## **Interviewing and hiring a tutor**

Once you've found a potential tutor, here are some questions you might want to ask:

- Have you taken this class before? When, and with which instructor?
- What grade did you earn in the course?
- What experience do you have tutoring this specific subject?
- What is a typical tutoring session like? For example, it's more helpful to have someone watch as you work through problems and ask you questions that make you think about your process than it is to have someone show you how to arrive at an answer and assume you understood their process.
- What is your availability? How often will we be able to meet?
- How much do you charge?
- Consider requesting the individual's resume and related references.

## **Arranging to meet**

If you hire a private tutor, make sure you both are clear about the terms of the arrangement. Keep in mind that you can end your tutoring agreement with appropriate notice if you do not feel it's working for you. Here are some tips for establishing clear terms:

- Discuss where your first meeting will take place. All tutoring should occur in public areas. The Valley Library or the Beth Ray Center (BRC) are usually good locations.
- Decide how often you will meet and what you will do if you or the tutor needs to cancel a meeting.
- Exchange contact information. Ask that the tutor contact you if s/he is running late and be willing to do the same. Be clear about what types of communication the contact information should be used for.
- Be respectful of each other's time. Come prepared to work as soon as the tutoring session begins. Ask that the tutor do the same.
- Prepare for your first session. Remember the learning is ultimately up to you as the student. Bring with you course materials, questions, and ideas about what you want to focus on. Be prepared to do your own work, with guidance from the tutor, to learn course concepts.