SPS TUTORING PROGRAM

FOR MORE INFORMATION, VISIT OUR WEBSITE:
bit.ly/spstutoringinfo

FREQUENTLY ASKED QUESTIONS - FACULTY/STAFF

Are students automatically assigned a tutor?

No, students are not automatically assigned a tutor. Participation in this program is voluntary. Students interested in tutoring sessions are responsible for finding an available tutor and scheduling an appointment through their student account on SPS Engage. Registration is required to access the appointment centers.

How can SPS Tutoring assist my students?

The SPS Tutoring Program is intended to complement classroom instruction and promote student success by creating educational environments that encourage independent learning and individual growth. Tutoring sessions allow students to meet one-on-one with a tutor to review course material and ask questions. Tutoring should always be used in conjunction with instructor and/or TA office hours.

The purpose of a tutor is to guide and explain concepts so that students can obtain the skills to fully integrate course material. Tutors are not authorized to complete assignments, exams, or projects for students.

What happens during a tutoring session?

Students and tutors work together to set and achieve academic goals and discuss strategies for success in the classroom. Tutors help students with difficult concepts in their courses and answer questions relating to the material.

Why is a student contacting me for a recommendation?

As part of our application process, students are required to receive a faculty recommendation for each subject they wish to tutor. We ask that faculty only provide recommendations for the subjects they have seen the tutor exhibit skills in, either in the courses they teach or through applicable co-curricular activities. The student is responsible for sending you the link to the recommendation form. Formal letters of recommendation are not necessary. Your responses are kept confidential from the student and should reflect your honest analysis of the student's knowledge and skills.

Who are the tutors?

Our subject-based tutors are current SPS students who demonstrate academic excellence both inside and outside of the classroom. Each subject-based tutor receives professional training from SPS staff. Our English Language tutors are ALP faculty members who volunteer their time to assist SPS students in enhancing their technical English speaking and writing skills.

What kind of training do Subject-Based tutors receive?

Our tutors receive extensive training from professional staff on tutoring concepts, best practices, and mentorship strategies. Prior to hiring, tutors are also required to showcase academic excellence in their time thus far at SPS.

What are the requirements to become a tutor?

Prospective tutors must...

- Be located in the United States.
- Be a continuing M.S. or M.P.S. student (not entering their first semester at SPS).
- Have a minimum cumulative grade point average (GPA) of 3.70.
- Have received a grade of a B+ or higher in all relevant coursework.
- Be in good academic & behavioral standing.
- Be actively enrolled in class during the semester(s) in which the student will be working.
- NOT be employed at Columbia University in any other capacity. (e.g., academic (TA), administrative (casual), or work study).
- Complete the online application form in its entirety.
- Obtain a faculty recommendation (SPS faculty only) for each subject they wish to tutor, preferably from a faculty member who has taught a course in the subject area of interest and can speak to the student's mastery of the material.