

## Testimonials

Please read the following comments to learn what students, tutors, and college staff have said about tutoring.

### **BC3 (Freshman) Student:**

“BC3 offers a wonderful network of professional and peer tutors. The college goes above and beyond to help students succeed.”

### **BC3 Peer Tutor:**

“Tutoring is a great experience. As a tutor, you meet new people, learn about them, guide them through their class, teach them how to study and take good notes, and help them in areas that they need the most. Most importantly you end up with a new, long lasting friend.”

### **Jennifer Sarabok, Faculty:**

“Students at BC3 are fortunate to have free tutoring which is scheduled around their commitments. Very few colleges offer this type of tutoring arrangement for free. BC3 tutors are very well qualified, and their services would be quite costly if they were hired privately. Many BC3 students credit the tutoring program with ‘saving’ them in one or more classes during their college careers.”

03/21

## **BC3 Tutoring Contacts**

### **Heather Jewart**

Coordinator of Tutoring,  
[heather.jewart@bc3.edu](mailto:heather.jewart@bc3.edu)  
(724) 287-8711, ext. 8165

### **Sherri Osborne**

Academic Success Coach  
BC3@Lawrence Crossing and  
BC3@LindenPointe  
[sherri.osborne@bc3.edu](mailto:sherri.osborne@bc3.edu)  
724-287-8711, ext. 8342

### **Debbie Swartzlander**

Tutoring, ACE Secretary  
(724) 287-8711, ext. 8232

### **Sherry Atkison**

ACE Secretary  
(724) 287-8711, ext. 8481

# So you want to be a **TUTOR?**



## **Here's How!**

## **MISSION STATEMENT**

The tutors at Butler County Community College are dedicated to the pursuit of academic excellence. They work diligently to assist others in becoming confident, independent learners.

### **Q. Who are the tutors?**

**A.** Tutors are student-centered individuals who possess strong and diverse academic credentials. The staff includes BC3 students, PT faculty, staff and graduates, as well as professionals from the community.

### **Q. As a student how do I qualify to become a peer tutor?**

**A.** Successfully complete 12 credit hours of course work (of which only 3 may be preparatory or developmental), achieve a minimum G.P.A. of 2.8, and earn a final grade of A or B in the courses you wish to tutor.

### **Q. What is the time commitment?**

**A.** Each tutoring session is one hour in length. Tutors commit to the number of hours they feel comfortable removing from their own, individual schedules. No minimum amount of time is required of any tutor. As little as one hour is acceptable; however, it is expected that the tutor will be consistently available and will commit for the entire semester once a student has been assigned. Currently part-time employment at BC3 is capped at 25 hours per week--all BC3 roles combined--and as calculated by BC3's HR office.

### **Q. What qualities should I bring to tutoring?**

**A.** In addition to demonstrating academic excellence, tutors should be individuals of integrity. Strong communication skills and a desire to help others are also highly important.

### **Q. Is tutoring a work study program?**

**A.** No tutoring is not a work study program. However, in some cases, tutors who qualify as work studies may be paid as tutors from work study money. Tutors who are also work studies for other departments on campus are limited in the number of hours they are eligible to tutor each week. Please make sure you inform a Coordinator of Tutoring if you work elsewhere on campus.

### **Q. How much are tutors paid?**

**A.** Peer tutors are paid \$7.50 per hour. Tutors who have an associate's degree or 76 or more credit hours are paid \$9 per hour, and those with a bachelor's degree or above are paid \$11 per hour.

### **Q. May I tutor in more than one subject?**

**A.** As a peer or non-degree associate tutor, you may tutor any course in which you earned a final grade of A or B. Professional tutors may assist with any course in which you feel competent.

### **Q. How many hours can I expect to work as a tutor?**

**A.** Tutor hours vary and are not guaranteed. Tutors are employed on an as needed basis and the College reserves the right to select and assign tutors as deemed appropriate to best meet the needs of the students.

### **Q. Is there training available?**

**A.** Yes. New hires are required to participate in new tutor training. Additional training and professional development opportunities are also offered throughout the year.

### **Q. Where does tutoring take place?**

**A.** Tutoring takes place online and in the Academic Center for Enrichment (ACE) located in the Student Success Center on Main Campus and in designated locations at off-campus locations.

### **Q. How do I sign up to be a tutor?**

**A.** Complete the tutor interest form on the link below or visit the BC3 Tutoring webpage and select **Become a Tutor**.

<https://bc3.edu/services/tutoring/become-tutor.html>

A tutoring coordinator will then contact you to set-up an interview. If you decide to become a tutor, you must complete an application, fulfill HR requirements, and participate in a new tutor training.

### **Q. Is remote tutoring an option?**

**A.** Yes. You may choose to tutor both in-person or remotely. It is important that we maintain a balance between in-person and remote tutoring options to best meet our student's needs.

### **Q. Who needs a tutor?**

**A.** BC3 students who have a desire to improve or maintain their GPA can benefit from receiving tutoring. It is the job of the tutor to be prepared to assist any student who requests tutoring services. In some cases, receiving tutoring may be the difference between a student earning a passing or a failing final grade.

### **Q. If I become a tutor, what's in it for me?**

**A.** As a tutor, you will receive monetary compensation, noticeably enhance your resume, reinforce your knowledge base, and, above all, experience personal gratification knowing that you have helped a BC3 student to succeed.