

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Burrell Tutoring Program</b>		<b>SOP #: SA.027.00</b>
Effective Date	3/7/2022	
Last Revision/Review		

### **1. Purpose**

The purpose of this procedure is to document the role of the Burrell Peer Tutoring program.

The tutoring program is facilitated through the Office of Student Affairs (OSA) and consists of: small-group didactic tutoring for all OMS-1 and OMS-2 basic science courses, didactic and practical tutoring for OMM 1-4, ultrasound and anatomy open labs for OMS-1, the facilitation of Student Led Reviews (SLRs), and special projects as requested throughout the semester.

### **2. Related Policy/Authority**

Burrell College of Osteopathic Medicine; Student Handbook

### **3. Faculty/Staff Responsibilities**

Coordinator: Director of Academic Support Services

Recruits OMS-1 and OMS-2 tutors; makes tutor selection by ensuring basic criteria is met and that student is in good academic standing, assigns them their roles/blocks, facilitates a tutor orientation, communicates with tutors and Course Director(s), markets tutoring via email and Daily Updates, manages online scheduling system (Acuity), reserves rooms if in-person, creates and submits timesheets to OSA administrative assistant, follows-up with Finance to ensure tutors have submitted their W-9 and have a direct deposit form on file, and collects feedback on sessions/tutors.

Executive Director of Student Affairs

Approves purchase requisitions, and monitors budget.

### **4. Definitions/Abbreviations**

Acuity – online scheduling system: <https://acuityscheduling.com>

Didactic – academic tutoring (no lab space necessary)

Practical – hands-on tutoring sessions (lab space necessary); Open Sessions for Anatomy are practical, but always in conjunction with mandatory lab sessions.

Student Led Review (SLR) – exam specific review sessions facilitated by 2 or more tutors. Tutors are asked to work with Course Directors or other faculty to ensure that any question shared is appropriate.

### **5. Procedural Steps**

#### **3.1-Recruiting**

In May of each academic year, a tutor solicitation email will be sent to the OMS-1 and OMS-2 classes with information on becoming a tutor for the following academic year. It is important to be very clear about the academic requirements of being a tutor (tutor application at the end of this SOP). Include the

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

application, deadline to apply, a date wherein students will know whether they have been selected for the first block of tutoring, and the day/time of the orientation meeting.

### **3.2-Training**

At the beginning of the academic year, all tutors and Coordinator will have a meeting to discuss Burrell Peer Tutoring expectations, scheduling, filling out a W-9, as well as how the SLR's will be conducted. This meeting will also give tutors a chance to discuss their ideas for improvement of the program.

### **3.3-Scheduling**

The Coordinator will communicate with the tutors prior to each block and determine the days/times that each session will occur. Once this happens, the Coordinator will then reserve a room in the building (remediation tutoring can occur off-campus with pre-approval), and then enter the day/time/room and assign the tutor in the Acuity Scheduling system. A similar process will take place for SLR's, in which the facilitator will decide on a day/time to host their session, decide whether it will be in-person, online, or hybrid, add the session to LEO, and then the Coordinator will schedule one of the lecture halls, and communicate with janitorial staff about this event. SLR's do not need to go in Acuity.

### **3.4-Payment**

Within 72 hours of the completion of the block, tutors are emailed to submit their hours to the Coordinator. At that point, the Coordinator will complete a timesheet for each tutor and submit those to the OSA administrative assistant who will then create a purchase requisition that goes to Finance. Compensation usually takes 2-3 weeks from the time the student sends their hours to the Coordinator.

## **6. Reports/Charts/Forms/Attachments/Cross References**

[Purchase Requisition](#)

[Acuity Scheduling](#)

[W-9](#)

## **7. Maintenance**

Student Affairs, created this SOP. Revisions will occur as needed.

## **8. Signature**

Signature on File

3/7/2022

Director of Student Affairs

Date

## **9. Distribution List**

Internal/External

## **10. Revision History**

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			



## Burrell College of Osteopathic Medicine Tutor Application

2021-2022 Academic Year

Tutors are crucial to the learning process at BCOM. The Office of Student Affairs is committed to providing excellent academic experiences for all students involved in the tutoring process. This process is just as important for the tutors as it is for those being tutored. Tutors will develop leadership, communication, collaborative skills, and academic enhancement for the tutors and those who request tutoring services.

Final decisions about students eligible to be lead tutors and tutors for each course are based on academic requirements and approval of the Executive Director of Student Affairs.

### Academic Requirements:

- Must meet the grade criteria - having received an average of an 85% or higher in the course you wish to tutor in small groups; having received an 80% or higher average in the course you would like to collaborate on for a Student Led Review.
- Must remain in good academic standing while working as a *tutor* (see the *Student Handbook*)

### Additional Requirements – as a tutor, you are expected to:

- Communicate regularly with the Tutor Coordinator and Course Director(s) when necessary
- Be prepared and on time for your tutoring session
- Act professionally in an academic setting (see *Code of Professional Conduct*)
- Ability to work both independently and as part of a team
- Attend the tutor orientation or meet one-on-one with the Tutor Coordinator
- Willingness to utilize supported technology to host the sessions and track hours

### Position Description:

Tutor (\$12/hour– up to 3\* hours per week)

- Facilitate interactive, small-group sessions via Zoom and/or in-person on campus
- Co-present Student-Led Reviews
- Attend necessary orientations and training (anatomy/ultrasound, and OMM)

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

\*No Student Doctor can work over 3 hours per week without receiving permission from the Office of Student Affairs.

Please direct any questions or concerns about the tutoring program to Miley Grandjean – [mgrandjean@burrell.edu](mailto:mgrandjean@burrell.edu)

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

Name: \_\_\_\_\_

Please provide your final percentage for the course(s) that you wish to apply for and then submit your completed application to - [mgrandjean@burrell.edu](mailto:mgrandjean@burrell.edu)

By submitting this application to the email listed above, you are attesting that all the information stated in this application is truthful and accurate.

<u>Subject:</u>	<u>Course Grade:</u>
M2P	_____
IHL1	_____
<b>MSK1*</b>	_____
CV1	_____
RESP1	_____
OMM1 & 2	_____
REN1	_____
GI1	_____
Endo/Repro1	_____
<b>NS1*</b>	_____
PBD	_____
OMM2	_____

\*If you are interested in applying to be an anatomy and/or ultrasound tutor, you must meet the criteria for both MSK1 and NS1 and answer the specific (highlighted at the bottom of this application) questions below. If you are not interested in being a tutor for anatomy/ultrasound, but you are interested in MSK and/or NS, type "N/A" for those questions.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

List any relevant experiences you have with teaching, tutoring, or facilitating small or large groups.

List three things you hope to learn from serving in the role of a Tutor and/or any special projects you would like to develop/provide.

How will this experience be useful to you in the clinical years and in residency?

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

***List any relevant experiences you have in a cadaver dissection lab.***

***List any relevant experiences you have with ultrasounds (not a requirement – you will receive training) and/or note whether this component is something you are interested in tutoring.***