Program Overview

Tutoring Services offers academic support in a variety of subjects in order to improve educational achievement. Tutoring is available free of charge to all RowanSOM students. Small-group tutoring is available in most subject areas. Students may self-schedule tutoring appointments using the Tutor Directory provided on the RowanSOM Blackboard site.

Tutoring sessions will be GROUP tutoring, only. Individual tutoring may be considered based on a referral from faculty/CTL and must first be approved by Student Affairs. Tutoring sessions will be held to 5 hours per day, per tutor; 20 hour per week maximum.

Program Contacts

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Director of Student Affairs and Alumni Engagement
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Associate Director of Financial Aid
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Job Description

Job Title: Tutor
Facility: School of Osteopathic Medicine
Department: Academic Affairs
Facility: RowanSOM
Reports To: Program Coordinator, Tutor Program

SUMMARY:
The Academic Affairs tutoring program provides free learning support in the form of peer-to-peer content tutoring for SOM courses. Tutoring sessions may be held one-on-one or in small groups.

ESSENTIAL DUTIES:
• Provide academic support in the form of peer-to-peer tutoring and mentoring
• Assist with medical-science study skills
• Assist with the assimilation of medical-science subject content
• Assist with the integration of medical-science subject content across the medical curriculum
• Assist with quiz preparation
• Assist with exam preparation
• Assist with boards preparation

Eligibility
All employees MUST have an 85 or higher to tutor in a subject.

All PBL students MUST reach out to Dr. Stein for approval to tutor.
Qualifications

SOM tutors must be current SOM students in good overall academic standing. Specifically, in order to tutor a specific course, a tutor must have a) taken the SOM course for that subject, b) earned a grade of Honors (H) or High Pass (HP) for the course(s) for which the student is hired, and c) meet any additional requirements deemed necessary for the Director or Chair of the course(s).

Tutor Responsibility Agreement

- I understand all sessions will be group sessions and should consist of two or more persons.
- I understand that it is my responsibility to arrange tutoring sessions with my scheduled tutees directly and that I will need to inform SAAE in the event that I have been unsuccessful in arranging to meet with my tutee.
- I will be on time and prepared for each tutoring session.
- I will provide my tutee with advanced notice if I need to cancel a tutoring session.
- I understand that tutoring sessions cannot exceed 5 hours per session, per day. (Tutors may only tutor 5 hours per day; 20 hours per week maximum).
- I understand that I will be paid on an hourly rate ($17) through the Federal Work Study Program.
- I agree to complete my tutoring log immediately after my tutoring session, including the summary and outline of tasks section, and all needed identification numbers and original signatures.
- I agree to accurately report my hours on my tutoring log and Web Time Entry timesheet and understand failure to do so could result in disciplinary action. Students who fraudulently complete time cards will be subject to disciplinary action, termination from all University Federal Work-Study employment programs, loss of eligibility for all financial assistance, and referral to the U. S. Department of Education for criminal prosecution. Students so identified will be referred to the Assistant Dean for Student Affairs for disciplinary action, which may result in expulsion from the University.
- I agree to submit my tutoring hours in a timely fashion according to the schedule the Coordinator provides.
- I agree to respond to any evaluations and surveys sent to me by SAAE to rate my experience as a tutor and for any other matters regarding the tutoring program.
- I am aware that participation in the tutoring program as a tutor should not interfere with my academic success and I MUST remain in good academic standing to participate. It is my job to inform the Coordinator if this status changes.

Application & Hiring Process

- You will receive an e-mail from Ashlee Angelus confirming which subjects you’re eligible to tutor. In this e-mail you will receive the hiring packet that will be submitted to HR.
- Make sure you fill out your FAFSA and make sure “work-study” is marked off as YES
- Email Christine Willse (willsecl@rowan.edu) in Financial Aid to confirm you’re eligible for Federal Work Study
• After hiring packet is completed please bring to Nechole Hunter or Sherry Serrano De Lee in Human Resources, University Educational Center - Ste. 1126 (Next to Campus Security).

Please make sure you have all original documents of identification with you at this time.

• Once your paperwork has been processed and approved by HR, you will receive a Welcome E-mail from Ashlee Angelus with the Orientation PowerPoint and quiz.

• Once you complete the orientation, quiz, and Web Time Entry training you can start tutoring!

**Hiring Packet Check-List**

• Request to Hire Form

• Job Description

• Employment Eligibility Verification (Page 8&7 of I-9 form)

• Form of Identification*Please refer to list of acceptable documents*

YOU MUST HAVE ALL ORIGINAL DOCUMENTS WITH YOU UPON SUBMISSION.

• W-4 Form

• Background Check Form

• Employee Confidentiality Statement

• Faculty/Staff Information Sheet

• Direct Deposit (*All students must have direct deposit)*

PLEASE MAKE SURE YOU BRING A VOIED CHECK WITH YOU UPON SUBMISSION.

• Tutor Contract (Signed when packet handed in)

After hiring packet is completed please bring to Nechole Nash or Sherry Serrano De Lee in Human Resources, University Educational Center - Ste. 1126 (Next to Campus Security).
Tutoring Subjects

- Biochemistry and Genetics
- Histology
- Physiology I
- Anatomy I
- Microbiology
- OMM I
- On Doctoring I
- Physiology II
- Anatomy II
- OMM II
- On Doctoring II

As a reminder from Department of Student Affairs and the Tutoring Program, COMLEX Tutoring is NOT offered through our program. The guidelines are as follows:

• Students will not be offered or granted tutoring through the RowanSOM tutoring program for their first attempt at COMLEX. It is expected that they prepare using their prep course and any other resources they wish.

• Students who request tutoring and are not eligible can be given a list of resources to obtain private tutors through CTL.

• Students will only be offered tutoring through the RowanSOM tutoring program if it is mandated by Student Academic Progress Committee following a COMLEX failure. Even then, it is expected that most students who fail COMLEX will be sent to an immersion course, some of which offer private tutoring.

Students seeking academic counseling and student accommodations can reach out to The Center for Teaching and Learning (CTL). Please contact your class representative via e-mail:

1st year students: Ferin Ford – ford@rowan.edu
2nd year students: Elizabeth Cronin- cronine@rowan.edu
3rd & 4th year students: Lisa Cardello – Cardello@rowan.edu