



## Department of Economics

### Tutoring Centers

### Policy

Academic Year 2021/2022

Director: Yadeed Lobo

Faculty Advisors: Professor Johanna Francis, Professor Arunima Sinha, Professor Mary Burke

## Contents

1. Purpose .....	3
2. Locations .....	3
3. Timings .....	3
4. Academic Materials .....	4
5. Tutors' Role .....	4
6. Tutor Responsibilities.....	4
7. Tutoring Center operational procedures .....	5
8. Frequently asked questions .....	6

## 1. Purpose

The Tutoring Center enables undergraduate students at Fordham to obtain assistance with their coursework over the academic year. We cover the following courses:

- Basic Microeconomics
- Basic Macroeconomics
- Statistics I
- Statistical Decision Making (Statistics II)
- Math for Economists

The purpose of this document is to outline the policy as regards the operation of the Tutoring Centers and the roles and responsibilities of tutors.

## 2. Locations

The Centers are available at two locations. For Fall 2021 all tutoring will be online.

- Rose Hill(RH): Dealy E 535  
Tel: (718) 817-3149
- Lincoln Center(LC): Lowenstein 302F  
Tel: (212) 636-7410  
Office key with Kerri on the 9th Floor ( To be returned at the end of every semester)
- The Department provides RAM van passes and reimbursement for MTA train travel to get to class if a tutor has a shift at Lincoln Center. The Department Secretaries are usually the point of contact for the same.

## 3. Timings

- Start Date and Opening Timings – To be decided collaboratively at the beginning of every semester.
- The Tutoring Center follows the Fordham calendar for the given semester.

- The Centers' last opening day is the Reading Day for the respective semester.

## 4. Academic Materials

All textbooks, instructors' manuals and office supplies are made available by the Department. Both Centers have functioning computers and printers for tutors' use for course related work only. Kindly make sure that computers and printers are kept in working condition and reconnect all unplugged devices if using your own personal computers.

## 5. Tutors' Role

The primary role of tutors is helping students with their coursework. Each tutor is evaluated at the end of the year by the Director of Graduate Studies and the Tutoring Center Faculty Advisors provide input to this evaluation.

Tutors should not proctor exams, substitute for Faculty or Teaching Fellows or use the Tutoring Centers facilities for any other purpose.

## 6. Tutor Responsibilities

- Work week- Each tutor has been assigned an 18-hour work week which has to be fulfilled. The Department at its discretion may split this into a 14-hour week with a 4-hour standby for each tutor. Tutors on reduced hours (such as senior doctoral students) may be given a 1-hour standby at the discretion of the Chair of the Department.
- Sign in/Sign out- Tutors must arrive 5 minutes before the shift begins, sign in with the Department Secretaries both at RH and LC and when leaving, sign out. Kindly finish assisting any student before leaving for the day. For online tutoring kindly start your meeting early to let students know you are online.

- Arriving Late – If going to be late, please email Yadeed Lobo well in advance. Chronic lateness is noticed by all Faculty members who have a copy of the Centers' schedule and actively monitor doctoral students in the Department.
- Switching shifts - Tutors may switch with other tutors but must report this trade at least one day in advance to Yadeed Lobo and copy Professor Francis.
- Sick leave – Please email Yadeed Lobo as soon as feasible. You may be asked to make up those hours in another week or substitute in for someone later in the semester.
- Lunch/Meal breaks – You can take a 30-minute lunch break if on an 8-hour continuous shift and one/two 15-minute tea/coffee breaks. The Department provides free tea and coffee. On days where there are two tutors, please take lunch breaks separately. Kindly write on the whiteboard at RH and LC when you will be back, so students can wait.
- Shift changes- At the end of a shift, tutors should not leave until the next tutor arrives or inform Professor Burke or Yadeed Lobo by email if the next tutor does not arrive.
- Decorum- Always maintain a professional atmosphere in the Tutoring Centers and keep it tidy. The Centers are not to be used for completing homework or assignments with other doctoral/graduate students during tutoring hours.
- Empty out the refrigerator every Friday. It is provided for your convenience.
- Tracking Statistics – Complete the online google sheet for every student tutored.

## 7. Tutoring Center operational procedures

- Students seeking help:
  - May sign up via the Tutoring Center website (each tutor gets an individual email)
  - May call the Tutoring Center's extension requesting an appointment
  - May come to the Department and sign up for a session on the Center whiteboard

- May be random walk-ins
- Students who have signed up for an appointment take precedence over walk-ins.

## 8. Frequently asked questions

- Do I need to know the answer to every question?

It is okay not to know the answer to a question. If you do not know the answer to a question:

- Check the book/answer key which will be provided to you.
  - Seek help from another tutor. Listen to the explanation to learn the appropriate response.
- An instructor asked me to proctor an exam and I do not know how to say no. Should I?  
You are not to proctor faculty exams or substitute for lecturers, teaching fellows, teaching associates, adjunct instructors, or full-time professors. If compelled, kindly email Yadeed Lobo or Professor Francis or Professor Sinha.
  - A student says I must do their homework for them as it is what I am paid for. Is this true?  
You are not required to do a student's homework for them. Instead look for a similar problem, ask the student to work through it, and assist them while they are doing so.
  - A student says that their professor said that they should go to the tutoring center as they have the answers to the final exam and will do our finals for us as well. Is this true?  
You should not help students with take home tests or take-home finals or midterms even if compelled by students. If a student is being unreasonable, note down the students' name and subject and report this to Yadeed Lobo and copy Professor Francis. If in duress, just drop by Professor Francis's office or walk to the Secretary's office or any Faculty members' office for immediate assistance.
  - Are we required to teach students entire chapters at a time?  
You are not required to walk a student through an entire chapter. However, do ask the student if any homework problems were assigned or has the student attempted any. You could then either

suggest the student try one so you can guide them appropriately or that they go and try several problems on their own and then return to the Tutoring Center if facing any difficulties.

- Can I specialize in a particular subject?

You are expected to be able to cover all subjects assigned for the year. Subject specialization is not helpful and should not be used as an excuse to turn students away.