

# Tutorial Program – CIEE Seville

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In order to take full advantage of your academic experience in Spain, the Resident Staff in Seville has designed a special tutorial program for all students directly registered in classes with Spaniards. Students may request a private tutor for any and all of their regular university classes.



## What is the tutorial program?

The tutorial program consists of private classes for each regular university class you have. It is highly recommended to have a tutor for each regular university class, but it is not obligatory. You may, if desired, organize group tutorials with other CIEE students registered in the same class.

Tutors may provide students with class notes, explain background information, help to overcome language barriers, share information on the types of exams professors give, and structure learning discipline by keeping students up-to-date with course readings and notes.



## What are the conditions of the tutorial program?

CIEE will pay the tutor to help you for a maximum of 17 hours per class per semester.

You may distribute these hours as needed before arriving at the maximum number, but you should not have more than three hours of tutorials per week for any one class.

You must request and begin the tutorials before the 8th week of the program's regular session. This date is listed on the program calendar. After this date, you may not request a tutor that is paid for by the program, given that the purpose of the program is to help you from the beginning of classes to keep up with the subject matter.



## Who gives the tutorials?

There are several possibilities for tutorial support:

**Peer students:** One of your classmates who will be especially helpful for updating and correcting class notes and studying together. This is also a good way to make friends with Spaniards of your age who share your academic interests.

**Doctoral candidates or upperclassmen** (recommended by the professor): Tutors who are doctoral candidates or upperclassmen who have received the highest grade in the course in previous years. They are usually in closer contact with professor and act more like teachers. We advise these types of tutors for difficult subjects or if the professor has recommended the student.

**Former Tutors:** If you are having problems finding a tutor, stop by the office and check out the list of former tutors.

Take your time and think about which of these possibilities will work best for you.

IMPORTANT: Please do not accept any offers from professors to be your tutor. Keep in mind also that the professors' **tutorías are not tutoring sessions, they are his/her office hours**. You should, however, meet regularly with the professor during these hours to resolve any pending questions or concerns. These consultations are different from tutorials.

### What takes place during a tutorial?



Each tutorial will be different and will depend upon your specific needs in each class. You may spend time, for example, going over class notes to make sure you wrote down the most important information from the lecture. You may spend time going over concepts that you do not understand or vocabulary related to the subject material that may not be very familiar to you. You should also ask for information concerning required and recommended readings; take time during the tutorial to go over the difficult ones, if necessary. The tutor could also help you go over papers, research projects, commentaries, etc for use of the Spanish language prior to handing them into the professor. It is really up to you, but try to make the most of this time.

### What are some advantages of having a tutor in each class?



There are many advantages to having a tutor:

You could compare your class notes with a Spanish student while you review and reinforce the content of the class(es). On an academic level, this will help you prepare for exams, presentations, etc over the course of the semester. You will better understand the material presented and will most likely receive a better final grade. The tutor will help you better express your questions and ideas in Spanish. You will strengthen your speaking skills in general and this will lead to gaining fluency in the language.

The tutor will help you perfect your writing skills as well, both grammatically as well as stylistically, by correcting your written essays.

You may meet a new Spanish friend for life!

### What do I do if I am interested in having a tutor?



First of all, CIEE will send a letter to each of your professors explaining CIEE's tutorial policy at the University of Seville/Pablo de Olavide and asking them for their recommendations on tutors. In most cases, they will recommend a tutor with whom you can work during the semester; however, if you already have a classmate to help out, simply let the professors know.

Once you have selected your tutor, stop by the program office with him/her and staff will explain goals and procedures of the program. He/she will be given a form to fill out with his/her personal information where contact hours will be listed and signed by the CIEE student. In some cases, this may be done by phone or email (if from a different campus). We at the program will take down tutor's name, phone, email, address, major, etc.

Please make sure to do this before the 8th week of the program's *regular session*.



### How will CIEE pay my tutor?

CIEE will pay all the tutors the following: peer students earn 6 EUR/hr and doctoral candidates 12 €/hr. These details should be explained to the tutor.

At the end of the semester, the tutor must turn in the form with all the information necessary, including the total number tutorial hours completed, in order to request the payment. He/She can also write a commentary on the back of the form on how the tutorials went in general. Although this is usually not necessary information, in situations with conflictive students, these comments can be helpful. The tutor should sign a receipt of payment. (We will inform them about when and where.)

If he/she desires, he/she may also receive a program certificate for his/her résumé.



### What do I do if I am having a problem with my tutor?

This will most likely not happen, but if the tutorials are not working out (i.e. the tutor is not as well prepared, comes late or not at all, is not available, cannot meet with you, or doesn't know enough about the class material, etc.) please speak with us as soon as possible. You may change tutors at any time during the semester, and we will help you find one, if necessary. The previous tutor will be paid for the hours invested, and may need to assist in the change.

**Reminder: If you have any problem with the tutoring sessions, you should speak with the Program Director or the Academic Advisor as soon as possible at the central CIEE office.**

Please do not hesitate to contact Resident Staff at any time concerning this program and your experience in it.

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