



DONALD AND BARBARA  
ZUCKER SCHOOL of MEDICINE  
AT HOFSTRA/NORTHWELL  
OFFICE OF ACADEMIC SUCCESS

## Tutor and Tutee Expectations

Both tutors and tutees will

- Mutually agree on times to meet that do not interfere with curricular programs
- Meet in person (unless otherwise approved by OAS)
- Hold meetings in public, safe spaces
- Contact OAS immediately if there are any issues with the process
- Provide feedback (either by attending a focus group or via email) to OAS after termination of service in an effort to improve the Zucker tutoring program.

Tutors will

- Prioritize their education first and inform OAS if tutoring becomes too difficult to balance with their own learning
- Provide a weekly summary, including total hours worked, to Amber Chess and relevant faculty
- Log their hours in eTime weekly
- Refer tutee to faculty should any content issue beyond their scope of knowledge arise
- Maintain confidentiality regarding the tutor/tutee relationship

Tutees will

- Attend weekly tutoring sessions
- Arrive at sessions prepared with questions to ensure the meetings are productive
- Inform OAS if they wish to terminate this service at any time

### Contact Information

Amber Chess (OAS): [amber.chess@hofstra.edu](mailto:amber.chess@hofstra.edu)

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