Tutoring FAQ

How much will I be paid? $9.00 per hour for individual tutoring / $11.50 for groups

- You MUST have a second timecard authorized for group tutoring. Let Carol Hagood know if you plan to work with multiple students.

Do I need to complete the tutor training tutorial? Yes, it’s mandatory. If this tutorial is not completed and your office hours are not set up, you will not be authorized to get paid.

Is there a limit to the amount of hours I can work? No, there is not a limit to the total number of hours. We do limit hours to 2 per week / per tutee / per subject for individual tutoring

Someone asked me to tutor them, what do I do now? Show them how to schedule a meeting with you using Success@Furman.

I placed into a high-level language or math class can I tutor the lower levels? Yes!! Please list the highest level you are willing to tutor and note that you can do lower levels as well. For all subjects other than math and language, please list each class you would like to tutor.

I brought in AP or transfer credit, can I tutor that class? Yes, if you have Furman approved credit for a specific class you may tutor that class.

Do I need a certain GPA to tutor? Yes, you should have a 3.0 cumulative gpa and you must have made at least a ‘B’ in the class you would like to tutor, and you must have a faculty signature.

I completed all of my paperwork, now what? We will let you know if there are any problems or if we are missing any documents. Please be sure to touch base with Student Employment to make sure all of your paperwork there is complete and accurate. Set up your office hours in Success@Furman and be sure to keep them accurate throughout the term.

How do I log hours? You must close all tutoring appointments and submit information regarding your sessions in Success@Furman. You must also enter your total hours to be paid in your MyFurman account.

I can’t find my timecard in MyFurman? Authorizations can take up to a week to come through, longer if employment paperwork needs to be processed. Email Carol Hagood and let her know so she can check its status.

I need to add or remove classes from my availability list, who do I talk to? To add classes, please complete the first page of the tutoring application, obtain appropriate signatures, and return the form to Carol. To remove classes, please email Carol a list.

As a tutor, can I help someone edit a paper? NO. Students who need help editing a paper should be referred to the Writing and Media Lab unless the help they need is directly content related.

If you have any questions regarding the tutoring process or payroll, please email Carol Hagood directly. For any questions regarding Success@Furman please email Tracy Carner.

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