

# BEST (Building Excellence for Students in Technology)

## Peer Academic Support Expectations and Guidelines:

1. BEST promotes and assists academic excellence and peer-to-peer accountability. The service is free for all Purdue students assisting both Polytechnic and general education courses.
2. First year Peer Academic Support will be paid \$9.50 per hour.
3. Returning Peer Academic Support will be paid an additional \$0.25 after mentoring an academic year in the program.
4. You are expected to attend **one** paid team meeting per month and to work the RRD Study Hall event on the Wednesday of dead week each semester.
5. PAS will be scheduled according to their listed availability, which **should not** fluctuate and are expected to inform the RRD office, 48 hours in advance of changes, except during emergencies.
6. Sessions will be scheduled a minimum of 24-hours in advance. Sessions can only be scheduled online **before** they take place.
7. Sessions are scheduled in 1-2 hour increments with a two-hour daily max per student and a five-hour weekly max per student.
8. You will work with the student to determine the best campus common area to meet.
9. You are obligated to wait 15-minutes for a no show; you will still be paid for 30-minutes.
10. You are expected to **report all no shows** and should wait the full 15-minutes before reporting.
11. You are expected to engage all students with a welcoming attitude and should expect students to be prepared to work and engage throughout the session.
12. Minimum hours per week = 4, maximum hours per week = 10, no exceptions.
13. Working a session that has not been previously scheduled online is grounds for termination. You **will not** be compensated for a session that was scheduled after the fact.
14. Additional causes for termination: ignoring session requests, missing scheduled sessions without notice, falsifying hours on a timecard, working without a request, poor attitude or general unpreparedness to conduct your session.
15. You are expected to be knowledgeable in the subjects that are listed for your sessions.
  - a. If at any time you want to remove a subject, notify the RRD office immediately.
16. You are expected to conduct yourself respectfully and represent the Polytechnic and the Office of Recruitment, Retention, and Diversity well.

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Tutor Print

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Supervisor Signature

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Tutor Signature

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Coordinator Signature

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Date

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Date