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 know if you plan to work with multiple students. DO NOT adjust your hours on your own.

Do I need to complete the Furman Peer Tutoring Success 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 and students won’t have access to your tutor sessions. When you have completed the tutorial, please email Carol Hagood.

Is there a limit to the amount of hours I can work? Yes, you should not tutor no more than 25 hours per week. 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? Have that student go to their Success @ Furman icon (on MyFurman page) and schedule a tutoring session with you for the desired course or direct them to our website at www.furman.edu/tutoring.

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, no faculty signature required.

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

I completed my Workday set up and completed the financial documents, now what? You will be notified if there are any problems or if we are missing any documents. Complete the Furman Peer Tutoring Success Tutorial to set up your office hours in Success @ Furman and be sure to keep them updated throughout the academic year. Students will contact you through S@F for help. Please be sure to touch base with Enrollment Services to make sure all of your paperwork is complete and accurate with them.

How do I log hours? You must also enter your total hours to be paid in your Workday timecard found on your My Furman page. Instructions are posted on Furman’s website – https://workdaytraining.furman.edu/train/2018/06/27/how-to-enter-time/ and the Tutor Handbook.

I can’t find my timecard in MyFurman? Authorizations should be completed after you have setup your “Workday” account and gone by the Enrollment Services Office to verify your identification. If not, 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 of classes you want to remove.
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 in the Center for Academic Success unless the help they need is directly content related.

If you have more questions about your role as a tutor, the start-up process, and questions regarding payroll or your timecard, please email carol.hagood@furman.edu.