DVM Program Tutoring Policy

The College of Veterinary Medicine and Biomedical Sciences (CVMBS) provides funding to support tutors for professional veterinary medical students. Peer assisted tutoring services are provided for students requiring additional support through part, or in rare cases, all of their professional veterinary education. Student assisted study sessions are the required first tier services offered to students as weekly study halls for tutored subjects, and students may attend these at any time. The need for individual tutoring will be established after participation in study halls or by the discretion of tutors and faculty. Individual tutoring will be approved by the Associate Dean for Academic and Student Affairs. Students requesting individual tutoring services should fill out a Tutor Request Form available on the DVM Student Resources webpage, and return the form to Laura Leinen at Laura.Leinen@colostate.edu.

Canvas Discussion Boards and Study Halls

Content covered in study halls is based on student question submissions to the Discussion board on Canvas for a given subject. A DVM Program Teaching Assistant (DPTA) will facilitate these Discussion boards and will, in some cases, answer questions directly on the discussion board. Study halls will be directed by Student Assisted Study Session Coordinators (SASS Coordinators) based on DPTA instructions and student questions. Study hall schedules will have set times and locations by subject established at the beginning of each semester. Study halls will be recorded to aid those students that have schedule conflicts with selected times. Students must attend the appropriate study hall for a given subject.

Responsibilities of Students Utilizing Canvas Discussion Boards

1. Review Discussion board directions given by the DPTA. Directions may include a weekly submit questions due date and time.
2. Review Discussion board submission. If your question, or similar question is already submitted, do not duplicate the question. Please “Like” the already submitted question and this will move it up in priority for the DPTA and SASS Coordinators to view.
3. Submit content specific questions to the discussion board forum.

Responsibilities of Students Attending Study Hall

1. Be prepared for all study halls, and submit questions by the directed due dates to Canvas Discussion Boards.
2. Dress appropriately for individual Study Halls. Anatomy lab rules and regulations stay in effect even after hours. Students can be dismissed from a study hall for inappropriate attire.
3. Be on time for all sessions. A sign-in sheet may be utilized by SASS Coordinators to determine attendance. SASS Coordinators are not obligated to stay more than 15
minutes past the start time for a session. Complete lack of attendance will be noted, and study halls may be temporarily cancelled until student demand returns.
4. Utilize open study hall time to review the associated class material with other classmates while SASS Coordinators remain available to answer additional questions and provide guidance. Students should stay on task and may be dismissed for disruptive or non-participatory behavior.

Responsibilities of Student Requesting Tutor
1. Attend the specific study hall associated with desired subject. An effort to work with SASS Coordinators during a study hall should be evident.
2. Complete “Tutor Request Form.”
3. Meet with the Associate Dean for Academic and Student Affairs, if requested.
4. Establish schedule with identified tutor; there will be 5 sessions allotted.
5. Be on time for all sessions; cancellations should be made 24 hours prior to scheduled meeting dates whenever possible.
6. Be prepared for all tutoring sessions; pre-submit questions to the tutor 24 hours prior to a scheduled meeting time.
7. Students may re-apply for individual tutoring based on need.

Responsibilities of DPTA
1. Complete Tutor Application process.
2. Review student submitted questions that appear on the Canvas Discussion Board, prioritized the questions with the highest number of “Likes.”
3. Provide answers or resources to those questions that can be easily answered in a digital format.
4. Convey major concepts and student questions that need live session interaction to SASS Coordinators.
5. Manage the relationship between the faculty course coordinator(s) and SASS Coordinators on course material.

Responsibilities of SASS Coordinators
1. Complete Tutor Application process.
2. Prepare for study hall sessions based on directions concerning content from DPTA.
3. Be on time for all sessions; scheduling conflicts should be given to the DPTA 24 hours prior to scheduled meetings times whenever possible.
4. Dress appropriately for individual Study Halls. Anatomy lab rules and regulations stay in effect even after hours.
5. Present materials based on student pre-submitted questions. Open the discussion to any additional questions after answering pre-submitted material.
6. Guide student study groups by providing knowledge and resources based on student questions.
7. Keep students on task during study halls; SASS Coordinators may dismiss students for disruptive or non-participatory.

Updated 9/5/2018
**Responsibilities of Tutor**

1. Complete Tutor Application process.
2. Be on time for all sessions; cancellations should be made 24 hours prior to scheduled meeting dates whenever possible.
3. Review material based on student submitted questions prior to tutoring session.
4. Keep students on task during sessions.
5. Complete student review after the completion of 5 sessions.

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