

Economics Tutors

Responsibilities and Application (located at the end)

1. Primary responsibility

The primary responsibility of the economics tutors is to help students develop the tools needed to answer specific questions in economics, and to provide coaching and mentoring in the two principles of economics classes:

ECO 110 Microeconomics and Public Policy
ECO 120 Global Macroeconomics

If students from upper division courses seek help, the tutors can try to assist the students, though the tutors are not required to do so. They may suggest that the students seek help from the course instructor.

Some students will come in with questions relating to the course material or specific parts of the economics textbook. More often, the questions will be based on specific homework assignments and/or class exercises.

Tutors will also keep track of the number of students who come in for assistance.

2. Secondary Responsibilities

The economics tutors will also assist instructors and the Academic Department Associate (ADA) in the Department of Economics.

3. Attendance, Punctuality, and Behavior

- a. It is very important that tutors report to work on time. If a tutor is unable to work for any reason, he/she must:
 - i. find a substitute tutor from the tutor list to fill the time slot
 - ii. if no substitute is found, contact the ADA as early as possible
- b. It is very important that tutors act in a professional manner while on the job.
- c. It is very important that tutors check the tutor mailbox in the department office every time they work.

4. Confidentiality

Most of the tutors' work entails confidentiality. Tutors are not allowed to reveal any information about one student's grade or indicators of academic performance to another student. Tutors may not speculate on expected grades or instructors' grading styles with students. Tutors must remember not to leave any confidential information in the view of others in the office.

5. Free Time

If there are no students to tutor and if there are no job requests from faculty or the ADA, tutors may utilize the time to take care of their own academic business. The tutors may use the department's facilities (computers, etc.).

The following rules are to be followed:

- a. It is important to remain in the office and be available to work with students. Tutors must always be accessible and helpful to students. **Tutors are not allowed to visit with friends or colleagues while on duty. Tutors are not to leave the office to meet with professors, advisors, and faculty from other departments.**
- b. If the Economics ADA has work for a tutor, the tutor is to immediately do the department work.
- c. Tutors are **NOT** to do the work of other departments during their scheduled work time with the Economics Department.

6. Other Uses of the Tutor Room

The tutor room is only to be used for tutoring, for other departmental work, and for quietly doing homework. It is **NOT** to be used for test-taking by a department professor's student(s) during tutoring hours. It is **NOT** to be used by department professors' students for projects, meetings, etc., during tutoring hours.

7. Finals Week

Each tutor should be available to work at least the same number of hours during finals week as during the regular semester. The Head Tutor will prepare a schedule in consultation with other tutors.

8. Wages

Tutors are paid on a two-week cycle. The paychecks will be direct deposited into your checking or savings account.

Tutors punch their beginning and ending work hours through the University of Wisconsin-La Crosse Kronos system.

9. Responsibilities of the Head Tutor

- a. Review the instructors' files and make sure they are in order. If any exercises or answer keys are missing from a file, this should be discussed with the instructor concerned as early as possible.
- b. Discuss any problems concerning tutoring or scheduling with the tutors and/or Economics Tutors Coordinator.
- c. Make up the schedule for finals week, in consultation with the tutors. A tutor should be available at least from 9:00 am to 3:00 pm each day during finals week.

The finals week schedule should be distributed to the tutors and Economics Tutors Coordinator at least one week before the last day of classes.

Economics Department Tutor Application

Please email the following information to Dr. Donna Anderson, Anderson.donn@uwlax.edu

- Your name
- Year in school
- Major(s) and Minor(s)
- List of economics courses taken, grades in these courses, and the instructors
- Name of UWL instructor who can vouch for your ability to work as a tutor for Principles of Economics students