



Tutee Introduction Package

INTRODUCTION

Welcome to BrainTrust!

We're the official low-cost peer tutoring service within the Queen's Commerce Society, the Commerce Program's go-to source for academic support. We offer one-to-one and group tutoring, course preparation, and exam review sessions for BCOM students and those in the Certificate of Business program.

TYPES OF TUTORING

PRIVATE TUTORING

Private tutoring involves one tutor and one tutee. Sessions must be at least one hour and cannot be booked in half-hour increments (e.g., 1.5 hours is not allowed). The tutor and tutee agree on the exact duration. Tutees must book a session at least once every 15 school days; otherwise, the tutor may request a rematch.

Session Booking & Payment:

Tutees must pay tutors \$22 via direct e-transfer during or right after the session. Receipts must be submitted to BrainTrust within 7 days using this form: <https://forms.gle/5jRSJZVhBEYSgJtX6>, or reimbursement will be forfeited. A separate form is required for each session. Private tutoring is subsidized by the Commerce Society, and tutees will be reimbursed \$7/hour at semester's end if receipts are submitted properly. Details will be sent near the semester's end.

GROUP TUTORING

Group tutoring sessions allow one tutor to work with up to four tutees who are struggling with the same subject concepts. These sessions are conducted in a tutorial style, with the tutor leading the instruction.

Session Booking & Payment:

BrainTrust does not monitor payment for group tutoring sessions. The tutor and the tutees may agree on a negotiated rate, but the **maximum allowed is \$15 per person per hour**.

Please note that **group tutoring hours are not subsidized** by the Commerce Society, and tutees will not receive any reimbursement.

WHAT TO EXPECT FROM YOUR TUTOR

The tutoring relationship is an agreement between the tutor and tutee. It should be established during the first session what the tutee would like to obtain from the tutoring experience overall.

4 EASY STEPS OF BOOKING A SESSION

1	Apply for tutoring via https://forms.gle/FoSwY2qrVH9GoMRk9
2	Receive your assigned tutor from our HR coordinators
3	Contact your tutor and coordinate a session time amongst yourselves
4	Send your tutor an e-transfer of the funds and submit the receipt for reimbursement via https://forms.gle/fcsvjPojDKKoy8FM8

TUTOR OF THE MONTH

At the end of every session, you'll have the opportunity to fill out our **Feedback Form**. This helps us ensure that you and other students receive high-quality tutoring. Every time a tutor earns a score of 4 or 5, they are entered into our raffle, where they can win prizes like gift cards. When completing the form, please keep your score confidential and answer honestly. If you complete the reimbursement form, you do not need to complete the Feedback Form. Submit your feedback here: <https://forms.gle/k4hfRVGxB3gXcRfb8>

ACADEMIC INTEGRITY

At the core of the tutoring experience is upholding the principles of academic integrity. All students must follow the **Smith School of Business Academic Integrity Policy**, available on the Commerce Portal.

As tutors and tutees, we share the responsibility to ensure academic integrity in every

interaction. This means:

- **Tutors will not provide explicit answers** to homework or assignment questions. Instead, they will guide tutees through a similar problem so the tutee can apply the learning themselves.
- **Tutees must complete all work independently.**
- **Tutors may not share class materials or answer keys.** They must work through problems interactively, helping the tutee understand the material to succeed in the future.
- **Tutors may not be present** during a tutee's test or exam.

Example:

If a tutee is assigned question #19 from the textbook, the tutor may not assist with that specific question. Instead, the tutor could help work through a similar problem, such as question #18 (provided it is not assigned).

By signing up for BrainTrust tutoring, you agree to understand and uphold these academic integrity principles.

WHO TO CONTACT

Please do not hesitate to reach out to the BrainTrust Executive team if you have any questions or concerns throughout the tutoring process via email at braintrust.tutor@gmail.com.

Happy tutoring from the entire BrainTrust Executive!