

Peer Tutor and Teaching Assistant Program Policy

1. Overview

SAE Institute Dubai offers academic support through two primary initiatives: The Peer Tutor Program and The Teaching Assistant Program.

2. Program Definitions

- a. **Peer Tutors (PTs):** These are designated for students currently in the first stage (Diploma stage) of their studies. Peer Tutors are senior students from the third stage (Degree stage) who assist stage 1 students in their academic endeavors.
- b. **Teaching Assistants (TAs):** Designed for students in stages 1(Diploma) and stage 2 (Associate's Degree) who require academic assistance. TAs are alumni graduates selected to support these students.

3. Eligibility Criteria

- a. **For Peer Tutor:**
 - Must be in Stage 1 (Diploma stage).
 - Must have an average class attendance rate of 80%.
 - Must have demonstrated proactive engagement with Faculty and staff consultations.
 - Must demonstrate academic challenges and receive approval from the department head.
- b. **For Teaching Assistant:**
 - Must be in Stage 1 or 2 (Associate's Degree).
 - Must have an average class attendance rate of 80%
 - Must have demonstrated proactive engagement with Faculty and staff consultations.
 - Must demonstrate academic challenges and receive approval from the department head.
- c. **Ineligibility:**
 - Stage 3 (Degree stage) students.
 - Students in the Creative Media Preparatory Course (CMPC).

4. Selection Process

a. Peer Tutors:

- Must be high-performing senior students from the third stage.
- Must have displayed outstanding academic achievement.
- Recommendations are shared by the Student Services Department with the Department Head and academic team for approval.
- The Student Services team contacts potential Peer Tutors by phone, followed by an official email confirmation.

b. Teaching Assistants:

- Must be distinguished alumni graduates from the previous year.
- Must have demonstrated academic excellence during their course.
- The Student Services Department shares TA recommendations with relevant heads for approval.
- The Student Services team contacts potential candidates by phone, followed by an official email confirmation.

5. Program Assignment

- The Student Services Department reviews and sends recommendations of struggling students to the Department Heads during the course of the trimester. Allocation to PTs/TAs will not be assigned after week 10 of the trimester.
- Department Heads will then assign students to the respective programs.
- The Student Services department confirms the student's enrollment. Students can opt to avail or decline the support via email.

6. Monitoring Mechanism

- Both TAs and PTs must maintain detailed log entries of consultations, including dates, topics covered, feedback, and development pointers for future sessions.
- Logs are shared with the Student Services department and Heads of Departments weekly.
- The Student Services department conducts regular check-in meetings throughout the trimester.

7. Student Guidelines

a. Attendance:

- Mandatory 100% attendance in the program.

- To cancel a session, legitimate evidence must be provided to the Student Services Department.
- Rescheduling requires a 24-hour notice, and can only be done twice per term. Failure to give notice results in an absence mark.
- Three unexcused absences result in the removal of support with immediate effect.

b. Communication:

- Must be through official channels (student email).
- Weekly meetings with course instructors and bi-weekly check-ins with the Student Services department are essential and are the student's responsibility to schedule.

8. Guidelines for Peer Tutors and Teaching Assistants

a. Record Keeping:

- Maintain detailed log entries for assigned students.
- Submit logs to the Student Services department weekly.
- Templates of log entries and documentation are provided by the Student Services team.

b. Scheduling:

- Coordinate session schedules with students to avoid clashes.

c. Communication:

- Must be through official email channels.
- Alternative methods of communication can be agreed upon with the student.

d. Invoicing:

- Ensure all logs and requirements are completed.
- Invoices must be submitted no later than 15 days post-term end.

Conclusion

The Peer Tutor and Teaching Assistant programs at SAE Institute Dubai aim to ensure academic success and uphold a culture of mutual learning and mentorship. Adherence to this policy ensures the integrity and efficiency of these initiatives.

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