



## Summer School Tutorial Policy

Each year, the Summer School offers compensation for a relatively small number of tutorials that accommodate Georgetown University students. Any department-approved instructor is eligible for tutorial compensation. However, graduate students are not eligible for tutorial compensation. All summer tutorials must receive approval from the student's dean and the department chair prior to requesting summer compensation.

Summer tutorials may receive compensation under the following conditions:

- The student is a Georgetown University student from one of the following schools:
  - Georgetown College
  - McDonough School of Business
  - School of Nursing and Health Studies
  - School of Foreign Service
  - Graduate School (except graduate medical programs)

*Please note: Visiting non-degree students are not eligible to take tutorials.*

- The tutorial is for a course and topic not offered in the Summer School schedule of classes.
- No more than two students register for the tutorial.
- The tutorial is only offered once during the summer term.

To receive compensation for a summer tutorial, the Tutorial Registration Form must be completed, approved, processed, and forwarded to the Summer School.

Please follow these steps to submit the Tutorial Registration Form and to request compensation from the Summer School:

1. Enter the tutorial's specific details onto the form, including:
  - number of credits
  - meeting dates, days, times and location
  - a course description
  - assignments, grading rubric, and textbooks or other required materials
2. The course number on the form must be a valid tutorial course number. Please consult with the Registrar's Office to receive the course number before submitting the tutorial form.
3. The following signatures are required:
  - the instructor
  - the department chair
  - the student's dean



4. The instructor should keep a copy of the form and send a scanned or faxed copy of this form to the Summer School for review by the appropriate deadline (see below).
5. The department chair and the student's dean should also maintain copies for their records.
6. The final copy should go to the Registrar's Office for processing.
7. If the Summer School approves compensation, a contract will be drafted and emailed to the instructor for review and signature.

Deadlines for submitting a tutorial form to the Summer School for contracting purposes:

	Deadline to submit copy of tutorial form to SS
Tutorials beginning in May	May 1 <sup>st</sup>
Tutorials beginning in June	June 1 <sup>st</sup>
Tutorials beginning in July	July 1 <sup>st</sup>

Also, note that some canceled Summer School courses may be eligible to be offered as tutorials if all of the above criteria is met. The Summer School will decide by the end of the designated add/drop period if a tutorial can be offered instead of a canceled class.

#### Payment Amounts for Summer Tutorials:

Summer School tutorials pay one-half the revenue, minus the instructor's fringe costs. Any tutorials that are offered due to a course's cancellation will be paid according to this structure, and not according to the original course's contracted amount.

All Summer School faculty payments are made on a monthly basis according to Payroll's monthly pay schedule. Faculty members currently receiving bi-weekly payments must inform the Summer School about their bi-weekly payroll status. The Summer School will then determine a pay schedule at the point contract.