Gillings School of Global Public Health at UNC
Academic Enrichment Program for BIOS and EPID Courses

The Gillings School of Global Public Health at UNC is committed to making sure students receive the academic enrichment needed to be successful. The Academic Enrichment Program strives to provide quality academic support in a group setting for students experiencing academic difficulty in entry level BIOS and EPID courses.

1. Eligibility:
   o Currently enrolled students are eligible for group tutoring sessions each semester through the program.
   o For eligibility purposes, academic difficulty is defined as requiring additional assistance outside of the classroom.

2. Tutors:
   o Tutors are graduate students.
   o Tutors in the program have a demonstrated expertise in the subject area they wish to instruct and experience communicating relevant related material.
   o Interested students are invited to apply to be a tutor. Please see "Applying to Be a Tutor" below.

3. Cost:
   o The Academic Enrichment Program assumes the cost of group tutoring.
   o If more resources are needed, the student may request additional assistance for individual tutoring from their department. Individual tutoring costs differ per department. Please contact your department for individual tutors.

4. When:
   o Group tutoring sessions are held for each subject (BIOS and EPID) area twice per week for one hour during the Fall and Spring semesters.
   o The schedule (room location and times) for each semester will be posted on the SPH Office of Student Affairs website and announced in the OSA weekly email.

5. What will be covered:
   o Content of the sessions will be determined by the tutors from questions received 72 hours in advance of the session. Other questions may be addressed as time permits.
   o Students are asked to submit their questions via email to an assigned tutor prior to each session.
6. Where to apply for group tutoring services:
   o Online signups for tutoring services will be available Fall 2014.

**Becoming a Tutor**

1. **Eligibility:**
   o Any student interested in tutoring through the Academic Enrichment Program **must** have received an H in the course they wish to tutor or have taken a higher level course in the same subject earning an H.
   o This grade will be verified by the SPH Office of Student Affairs.

2. **Recommendations:**
   o Applicants must also receive a recommendation from the following: Lead instructor of the course (BIOS 545, 600 or EPID 600) and the Director of Graduate Studies (DGS) in their department.

3. **Wages:**
   o For the 2014-2015 academic year, tutors will be paid $25.00 per hour. Appropriate forms will need to be completed in SPH Office of Human Resources before work begins to complete tax and direct deposit forms.
   o Hourly employees will enter their time in Time Information Management (TIM). TIM is the official time capturing system utilized to track SPA employee hours for accurate calculation of payment as well as to track leave for accurate reporting records for SPA and Permanent EPA employees.
   o Please note that there is no way for us to predict demand and therefore we cannot guarantee a specific number of hours per semester.
   o Tutors should consult their DGS about any financial implications for fellowships or scholarships.

4. **Evaluation:**
   o Student progress and feedback will be used to assess quality of tutoring and sustained employment as a tutor.

**Apply to Become a Tutor:**

1. **Complete an online application**
   o [https://unc.az1.qualtrics.com/SE/?SID=SV_0DT0CXgQL0IQ0D0V](https://unc.az1.qualtrics.com/SE/?SID=SV_0DT0CXgQL0IQ0D0V)

2. **Submit Academic Reference Form to faculty**
   o [https://unc.qualtrics.com/SE/?SID=SV_eY6wXMLXQ1eK8Lz](https://unc.qualtrics.com/SE/?SID=SV_eY6wXMLXQ1eK8Lz)