
On Point for College Volunteer Program

Virtual Tutoring Virtual Tutoring Guidelines for Success

On Point for College (OPFC) recognizes that finding availability to meet in person for meetings can be challenging. That is why we want to offer our students and volunteers flexible options for tutoring. OPFC has developed methods to support our students utilizing virtual technology. Volunteers are now able to meet students anywhere with an internet connection, at any time that is convenient for them and the student.

Signing up for Virtual Tutoring

You will receive email notifications specific to your area of interest and/ or expertise listed on your volunteer application. Your preferences may be changed at any time by reaching out to the Volunteer Coordinator.

When you receive an email for a Virtual Tutoring opportunity and would like to sign up, contact the Volunteer Coordinator using the information provided in the notification email.

Student/ Tutor Match Email

The Volunteer Coordinator will send you an email introducing you to the student we have matched you with. The student/ tutor match email will cover expectations for both the student, as well as the volunteer. We ask that you contact the student to schedule the first tutoring session within 48 hours of receiving the student's contact information.

Student information provided will include:

- Student name
- Student email
- Student phone number
- Student school and major

Contacting the student

OPFC suggests the following items for introductory calls:

- Introducing yourself and mentioning that you are a volunteer with OPFC
- Confirming the student's access to internet
- Asking the student to share their course syllabus
- Confirming which platform will be used to conduct each tutoring session
- Confirming a weekly appointment time to go over the student's coursework and assignments
- Note: Students are asked to communicate changes to appointments 24 hours in advance.

Volunteer/ Student Interaction Form

On Point for College asks volunteers to provide feedback after working with our students using the [Volunteer/ Student Interaction Form](#). It is best to submit feedback forms within 24-48 hours of a tutoring session. A feedback form should be submitted when you meet with a student and when you are unable to connect. All feedback is valuable, and each entry is reviewed by our advising staff.

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Common student questions:

- 1. I've completed my tutoring session and think I still need help. What do I do?**
For ultimate success, OPFC suggests meeting with your tutor weekly through the semester.
- 2. What if I need tutoring in a different subject area?**
If you need help in a different subject area, submit a new help request at opfc.cc/help.
- 3. A new semester has started and I need help in the same subject I've already been tutored in. Can I call my tutor from last semester?**
If a new semester begins and you need help in a subject area you have already been tutored in, submit a new help request at opfc.cc/help.