

## **Department of French Studies : Guidelines for private tutoring**

The Department of French Studies (DFS) is of the view that its programme of study can be completed by students who avail themselves of the resources already in place, e.g. MLC sessions, ateliers and sessions with assistants and language monitors. This does not exclude the possibility that some students will wish to have additional tutoring; this amounts to a personal decision that does not implicate the Department. From time to time, DFS does receive the names of individuals and organizations offering tutoring services in French. The Department accepts to communicate this information to students who request it but this does not indicate that DFS endorses these individuals or organizations, nor that it guarantees the quality, the rates, or the value of the services, nor that it offers departmental space for such services.

All the same, a grey zone exists when private tutoring is offered by assistants and monitors who are already employed by DFS. In order to maintain fair and equitable practices, it is crucial to avoid conflict of interest and also to avoid giving an impression of conflict of interest. To this end the Department of French Studies makes the following recommendations:

- That assistants and monitors accept as clients for private tutoring only those students enrolled in courses OTHER than the ones in which they are already employed as language assistants or monitors. This avoids the problematic situation of tutoring becoming a preparation session for material to be evaluated in DFS courses;
- That assistants and monitors clarify with individual clients the nature of the tutoring service and rate to be paid, as well as the particular objectives of the tutoring and a plan to attain them, e.g. to improve oral expression in general, or written correctness or style. This avoids the problematic situation of tutoring becoming a service of proofreading and correction of errors in assignments for DFS courses. However, tutoring is valuable when students prepare journal entries expressly for the tutor and then receive guidance on how to identify grammatical and stylistic errors and how to correct them.
- That private tutoring take place outside of the regular office and course hours, including class preparation time and French Club commitments, as stipulated within the professional duties of the assistants and monitors.
- That private tutoring be offered outside departmental space, although assistants and monitors may choose to use their offices when tutoring does not conflict with their other duties as stated above.
- That DFS instructors and assistants and monitors be advised of these guidelines and that the first paragraph of this document be communicated to all students who request the names of individuals and organizations offering tutoring services.