



## PEER EDUCATION INSTITUTE (PEI)

### THE OFFICE OF ACADEMIC SUCCESS (OAS)

The Peer Educational Institute (PEI) provides a unique learning experience for Office of Academic Success Tutors. As a certified **College Reading and Learning Association** (CRLA) program, options for peer education include a combination of tutoring basics, learning strategies specific to nursing and professional development topics.

#### INSTRUCTOR INFORMATION

**Instructor:** Stephanie Pfeifer

**Email:** [sap355@sn.rutgers.edu](mailto:sap355@sn.rutgers.edu)

**Office Location:** New Brunswick: 120 Albany Room 311 | Newark: Ackerson Hall Room 215

#### Communication:

The best way to reach Stephanie is via email. Tutors will receive alternative contact information during the Institute to reach Stephanie for after-hours assistance.

#### GENERAL PEI DESCRIPTION

##### Institute Description

The College Reading and Learning Association provides a three-tiered tutor certification program, each level reflecting progressively advanced competencies and tutoring experience.

- Level 1: This introductory certification indicates that a tutor has completed the Level 1 Pathway through the Peer Education Institute (PEI) and has logged 25 tutoring hours.
- Level 2: Designed for intermediate tutors, this certification requires completion of both the Level 1 and Level 2 Pathways through the PEI and a total of 50 tutoring hours.
- Level 3: As the highest level of non-professional tutor certification, this designation signifies completion of all PEI Pathways and a minimum of 75 tutoring hours.

This structure ensures that tutors develop and demonstrate increasing expertise and commitment as they advance through the program.

**Modality:**

The Peer Education Institute is designed to accommodate the demanding schedules of nursing students. Tutors complete the pathways through a blend of live sessions, self-guided modules, readings, and interactive activities. All necessary materials are conveniently accessible on the OAS Tutor Portal under the PEI tab.

**STUDENT LEARNING OBJECTIVES**

The Peer Educational Institute (PEI) provides a unique learning experience for Office of Academic Success Tutors. As a certified College Reading and Learning Association (CRLA) program, options for peer education include a combination of tutoring basics, learning strategies specific to nursing and professional development topics. Following the completion of initial PEI sessions, tutors will:

- Facilitate effective tutoring sessions utilizing the tutoring cycle.
- Apply the learning theories to identify student concerns, adapting approaches to meet individual student needs during tutoring sessions.
- Utilize appropriate listening and questioning strategies during tutor sessions.
- Demonstrate ethical practices related to tutoring and handling difficult students.
- Recognize appropriate study skills based on the requirements of nursing courses.
- Understand group dynamics and how it relates to tutoring.
- Apply successful strategies for NCLEX style test-taking to address common test-taking challenges.
- Facilitate knowledge of School of Nursing resources in order to make appropriate referrals.

**PEI COMPLETION REQUIREMENTS**

PEI sessions are structured to foster a collaborative learning environment with an emphasis on active learning. Tutors will engage with the material through self-guided quizzes, interactive role-plays, learning assignments, and live small-group discussions. Active participation is essential to make the most of these sessions.

All PEI Sessions for the specific learning Pathway must be completed each semester. Tutors will not advance through certification levels unless all requirements have been met.

**OAS POLICIES AND PROCEDURES**

In addition to participating in PEI sessions, peer tutors are required to complete ten hours of tutoring each semester to qualify for the semester stipend. Achieving certification typically takes one to three semesters, depending on the tutor's progress.

All peer tutors must continue to maintain standards of progress within the program, including a B or higher in all nursing courses and a 3.5 grade point average.

**PEI Structure:**

PEI sessions are structured to foster a collaborative learning environment with an emphasis on active learning. Tutors will engage with the material through self-guided quizzes, interactive role-plays, learning assignments, and live small-group discussions. Active participation is essential to make the most of these sessions.

All PEI Sessions for the specific learning Pathway must be completed each semester. Tutors will not advance through certification levels unless all requirements have been met.

**Contribution Hours and Stipends**

Peer tutors earn stipends based on the completion of at least 10 tutoring hours per semester. These hours also contribute toward the 25-hour requirement for each level of CRLA certification. Stipend amounts vary depending on the tutor's status (new or returning) and the total number of hours completed. To ensure timely stipend processing, all tutors must complete end-of-semester paperwork and attend stipend meetings.

Stipend Structure:

New Tutors (first semester with OAS):

- 10 hours: \$200 stipend
- 20 hours: \$250 stipend
- 30 hours: \$300 stipend

Returning Tutors (tutored at least one semester with OAS):

- 10 hours: \$250 stipend
- 20 hours: \$300 stipend
- 30 hours: \$350 stipend

This structure incentivizes consistent engagement and rewards increased tutoring contributions.

**Tutor Contract:**

Peer tutors are required to complete the Peer Tutor Contract during the Initial Peer Tutor Institute. This agreement remains in effect throughout the tutor's tenure with the Office of Academic Success and outlines all relevant policies and procedures of the office.

**Tutor Evaluation:**

At the end of each term, all peer tutors are required to complete a self-evaluation. This process allows tutors to reflect on their experiences, identify areas of growth, and highlight where additional professional development may be beneficial. The self-evaluation also provides an opportunity for tutors to offer feedback to the Office of Academic Success (OAS), helping to enhance the services provided to students and improve the overall effectiveness of the Peer Tutoring program.

**Academic Progression and Tutor Renewal:**

Peer tutors are eligible for renewal each semester based on meeting the following criteria: completing their required contribution hours, maintaining good academic standing (a 3.5 GPA and a grade of B or higher in all nursing courses), and aligning with the needs of the Office of Academic Success (OAS).

If needed, tutors can take a "stop-out" during the semester to focus on their coursework after consulting with Jane or Stephanie. For tutors who don't complete the required 10 hours, OAS will arrange a meeting to discuss how they can be better supported and to confirm their interest in continuing with the program.

## CRLA CERTIFICATION LEVELS AND PEI TOPICS

To earn CRLA certification, peer tutors will participate in Peer Education Institutes (PEI) tailored to their program level. This includes a Basic Skills or Revisiting Tutor Basics Session, along with at least one monthly PEI session. Check out the general topics for each level below. Each semester the full schedule can be found on the PEI tab on the Tutor Portal Canvas page.

### CRLA Level 1 Pathway

Category	Description
Peer Tutor Basics: Self-Guided	<ul style="list-style-type: none"> <li>• Administrative Policies, Record Keeping and Reporting (Basics)</li> <li>• Learning Theories in Academic Support Services (Learning/Studying)</li> <li>• Compliance with FERPA (Ethics and Equity)</li> </ul>
Starting Strong: January Live Session	<ul style="list-style-type: none"> <li>• Course and Syllabus Analysis (Learning and Planning)</li> <li>• Model Problem Solving (Interactive Activity)</li> <li>• Review of Curriculum and Tutor Technology</li> </ul>
Monthly PEI Session Topics (Subject to Change)	<ul style="list-style-type: none"> <li>• Listening to Learn: (active listening, pronouns, asking open ended questions, mock scenarios)</li> <li>• Time Management Strategies that Work (balancing tutoring w/ classes)</li> <li>• Assessing Your Knowledge (using a ranking system for knowledge, additional practice questions at the back of book etc.)</li> <li>• Think Like a Nurse: Advanced Study Strategies (strategies for skimming textbooks/PowerPoints)</li> <li>• Strategies for Success in Small Group Sessions</li> </ul>

### CRLA Level 2 Pathway

Category	Description
Peer Tutor Basics Refresher: Self-Guided	<ul style="list-style-type: none"> <li>• Review of Level 1 topics</li> <li>• Motivational techniques</li> </ul>
Return to Semester: January Meeting	<ul style="list-style-type: none"> <li>• Challenging job situations (students who are failing, managing work schedules etc.)</li> <li>• Working with Faculty and Staff</li> <li>• Giving Constructive Feedback</li> <li>• Using self-assessment tools</li> </ul>

Category	Description
Monthly PEI Session Topics (Subject to Change)	<ul style="list-style-type: none"> <li>● Intercultural communication</li> <li>● Assessing and/or changing study behaviors</li> <li>● Assessing Tutee Needs</li> <li>● Stress Management</li> <li>● Gender Identity</li> </ul>

### **CRLA Level 3 Pathway**

Category	Description
Peer Tutor Basics Refresher: Self-Guided	<ul style="list-style-type: none"> <li>● Review of Level 1 and Level 2 topics</li> </ul>
Return to Semester: January Meeting	<ul style="list-style-type: none"> <li>● Assertiveness</li> <li>● Using Elsevier for Knowledge Checks (Practical applications of contemporary research)</li> <li>● Group management skills</li> <li>● Professional Communication</li> </ul>
Monthly PEI Session Topics (Subject to Change)	<ul style="list-style-type: none"> <li>● Peer academic coaching</li> <li>● Cognitive Scaffolding</li> <li>● Self-Regulated Learning</li> <li>● Transition from Peer Tutor to Nurse</li> <li>● Leadership Styles for Tutors</li> </ul>