

Tutoring Guidelines

For Students:

1. You are expected to be fully prepared and bring the following items to each tutoring appointment: syllabus, textbook, calculator (if needed), notebook, writing utensils, laptop computer, etc.
2. You are expected to have all homework and other materials completed prior to the tutoring session and have appropriate questions prepared.
3. You can receive tutoring in multiple subject areas. You can schedule appointments for up to one hour per session, no more than twice a week per subject.
4. If you are running late, need to cancel your appointment, drop the course in which you are receiving tutoring, or will no longer need tutoring, please email the tutor.
5. If you are a no call/ no show for two scheduled appointments, you are taking away time from other students, so you will forfeit your appointment times and must contact the Academic Support Coordinator to be reactivated.
6. Tutors will provide reinforcement of classroom instruction through demonstration, explanation, clarification, modeling, etc. Tutors will NOT: do your homework for you, write your paper, give you the answer, or perform under an unreasonable time limit.
7. You agree that tutoring will not necessarily result in perfect work and does not guarantee success in the course. Success is dependent on you implementing sound study strategies and putting in the needed effort, not on the tutor.
8. Should conflicts occur due to scheduling, personalities, or any other concerns between you and your tutor, you must contact the Academic Support Coordinator directly to make any appropriate changes or adjustments.

For Tutors:

1. You are expected to be at the scheduled appointments. If you cannot make a scheduled appointment, you must email or call the student prior to the scheduled time to alert the student and to reschedule for another day or time.
2. You are expected to assist in the learning process, not complete the work for the student. It is permitted to assist students with writing assignments and homework, but you CANNOT assist a student with a test or quiz.
3. You are permitted to reach out to an instructor for clarification of an assignment as needed, especially if the student is uncertain of the objective. You must communicate in a professional way when dealing with both the student and the instructor.
4. You must account for tutoring session via your contact logs, including the first and last name of the student tutee, the subject or course that they are needing help in, and the instructor's name.

Contact Information:

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