

TUTEE GUIDELINES

STUDENT ACADEMIC SUCCESS PROGRAMS, PETERS 118

All students requesting a tutor must have on file a tutor request. If you need a tutor for the second semester, you must complete another tutor request in our online google form, even if you would like the same tutor.

The number of hours you may be tutored is two (2) hours per week. If there are occasions when extra hours are needed, you will need to ask for approval for extra hours from the professor and ask the professor to notify the Tutor Coordinator approval for additional hours.

Tutorial sessions should not exceed one (1) hour unless you have prior approval from the Tutor Coordinator.

You are encouraged to continue working closely with your instructor and use other help sessions that might be offered by the department.

It is your responsibility to make every effort possible to reach your tutor and schedule a meeting time. PLEASE CANCEL IN ADVANCE ANY APPOINTMENT YOU ARE UNABLE TO KEEP. If you miss two (2) consecutive tutorial sessions, the tutor will not be required to make any future appointments with you.

You will be asked by the tutor to sign his/her timesheet. Please make sure that the time spent in the session is correct.

Please notify the Tutor Coordinator if you drop the course or no longer need tutorial assistance.

Please bring your class notes to your tutorial sessions; it will help your tutor.

If you are unhappy with your tutor, please let the Tutor Coordinator know right away. You may switch tutors as long as there are additional tutors available for your course.

The goal of tutoring is for the tutee to become independent as quickly as possible. Sometimes this necessitates a number of sessions for a week or two, tapering off as the tutee feels more secure. Please keep this in mind—the tutor is there to help, not do all the work for you.

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