

## Guidelines for Tutees – Subject Tutoring Program

**It is your responsibility to read, and adhere to, the following guidelines before you begin to receive tutoring. If you have any questions, please ask a staff member at the front desk in Academic Support Programs for assistance.**

1. Tutoring is available to students who are **currently registered in** 100 and 200 level **College of Liberal Arts and/or College of Science and Mathematics courses**. Tutoring is offered on an individual or group basis, dependent upon tutor availability and demands for tutoring in a course. For subject tutoring, if a student starts out with an individual tutor, he/she may be joined at any time by other students who have been assigned to the tutor by the department.
2. Look upon your tutorial as time devoted to the course subject above and beyond attending lectures, discussion sessions, and/or class meetings. If you don't attend classes, listen attentively in class, take notes, ask questions, do assigned readings, and make a serious attempt at completing work assigned by your instructor, your tutorial won't be of much help to you in passing the course or in getting a good grade. Participate in your tutorial sessions as you would in your classroom. Follow the directions of the tutor and, if you are in a group, listen to other group members' ideas and questions.
3. If you are having difficulties with the course material, the first person you should ask for help is the instructor. He or she has set aside office hours specifically to answer your questions and assist you with your difficulties.
4. A tutorial won't make up for a long absence from class or for a lack of commitment to studying the course material. If you wait until the day before a paper is due or until the day before an hourly exam to meet with a tutor, don't expect a tutor to help you cram.
5. For subject tutoring, once you are matched, arrange to meet with your tutor on an ongoing (weekly) basis for long range support and assistance. What a tutor can do on a long term basis is help you learn how to learn the subject. For math and computer science tutoring, it is your responsibility to make an appointment each time you wish to meet with a tutor.
6. Come to your tutorial on time and never miss an appointment. If for some unavoidable reason, such as an emergency or illness, you can't make a tutorial meeting, **LET YOUR TUTOR KNOW AT LEAST 24 HOURS BEFOREHAND** by e-mailing your tutor directly. If you miss a meeting with your tutor and haven't given 24 hours notice beforehand, you will seriously jeopardize your privilege to receive tutoring in the future. Your subject tutor is paid at an hourly rate for time he/she spends with you. If you don't show, your subject tutor doesn't get paid! In addition, by informing your math or subject tutor beforehand that you won't be able to make a meeting, she/he can arrange to meet with another student requesting tutorial help. In short, be responsible.
7. If you are receiving individual or small group tutoring but feel that you need more help with the subject than your tutor can give you, don't press your tutor to meet with you more often because there are limits to the amount of tutoring you may receive. *For math, you may receive no more than a total of 1 hour for an individual session of tutoring per week, per course (plus workshops, when offered).* **For subject tutoring, you may receive 1 hour of an individual session per week OR up to 1 hour and 30 minutes of a group session per week, per course.**