

# wip Tutor Policy

## Philosophy...

Tutors can work with students one-on-one, in small groups, in a lab, or in a classroom. Tutors review concepts or explain processes to improve the student's academic achievement and assist the student in becoming capable of independent academic success.

Tutoring is a support service for students and is not intended to take the place of instruction. Tutors help students understand, express, and apply course concepts. Tutors advise students, when appropriate, concerning methods and habits of study, and provide relevant examples of materials.

### In meeting Face-to-face, tutors CAN...

- assist with organizing, processing, and other content issues
- review and explain assignments
- review course outlines and objectives
- introduce students to additional resources
- clarify information presented by an instructor
- help the student understand the text and how to use it
- help the student identify and understand key concepts

### In emailing a tutor...

Include your NAME, COURSE SUBJECT in subject line, LATEST time/day you need it returned.

Please note: there is a 24 hour response time for emailed papers, and a 72 hour (max) service fulfillment. We cannot always edit urgent papers that are due the next day or due in a matter of hours. EMAIL IS USED AS A LAST RESORT. It is not meant to replace face-to-face tutoring.

### A tutor CANNOT...

- guarantee hours outside of scheduled office hours
- meet with students outside of the public spaces pre-approved by the director
- write and/or heavily edit papers and/or speeches for students
- do the student's homework
- teach students material that the student has not read or heard in class
- substitute for instructors
- set up, maintain, or issue materials or equipment
- prepare instructional materials for instructors
- clean labs or shops
- supervise or coordinate students in labs, shops, or classrooms
- be responsible for the instruction or training of students in the safe operation of lab equipment or tools
- a tutor is not a lab technician, monitor, office assistant or teacher's aide
- have their time monopolized by one student: sessions are usually limited to 30 minutes each, unless otherwise approved by the **director**