

# Making the Most of your Tutoring Session

## Be a diligent student

- Attend class every time for the whole time
- Take careful notes
- Keep up with your assignments

## Seek help early & often

- Make it a habit: talk with a tutor every week
- Prepare for assignments early
- See a tutor well before a due date

## Come prepared

- Identify your goals: be able to explain what you need to work on
- Bring your notes
- Bring all instructions and rubrics
- Bring your completed work and seek feedback

## Be focused

- Prepare questions that you need answered
- Manage your time: focus on what is essential right now
- Follow up by studying what you worked on and planning future sessions

Be positive. | Be willing to work. | Be willing to try, even if it's a struggle.



# The Tutor's Code of Conduct:

## You can expect your tutor to...

- explain concepts that you are struggling with
- practice with you for oral and written assignments
- use different methods and examples to help you understand
- help you identify patterns in your speaking and writing to help them improve
- share study strategies based on experience and training
- believe that your work must be your own, reflecting your particular ability and effort
- give positive reinforcement
- help you feel more confident in your own abilities
- keep records of each session to inform future sessions
- maintain confidentiality in your relationship
- promote student independence so they can learn how to help themselves

## Your tutor will never...

- do assignments for you
- simply edit your work (vs. helping them see areas where they can improve)
- grade assignments or discuss assigned grades
- discuss your progress with other students or with faculty
- discourage you or undermine your confidence

