

TUTEE'S DUTIES

THE FOLLOWING IS A LIST OF VARIOUS PROCEDURES YOU SHOULD KNOW AND FOLLOW:

When you receive tutoring, you will automatically be enrolled in Human Services 1000, a non-credit class.

All tutoring must be done **on campus** (in the Tutorial Center, located in the Learning Resource Center). Off-campus tutoring is **unauthorized**. Tutoring hours are shown below:

8:00 a.m. to 9:30 p.m. Monday-Thursday
8:00 a.m. to 4:30 p.m. Friday
9:00 a.m. to 3:00 p.m. Saturday

Any tutoring done at times other than those shown is **unauthorized**, and tutors will not be paid for unauthorized hours.

BRING YOUR ACCESS CARD TO EACH SESSION and use it to check in and out at the computer. At each tutoring session, be sure to sign in and out on the Daily Log. **It is not the tutor's responsibility to sign the Daily Log, it is yours.**

Once during the semester, you will meet with your instructor to fill out a confidential evaluation of your progress.

Individual Tutoring

1. After you have been assigned to a tutor, you may make an appointment in the following format:
Write **your name** and the **course name and number** in the appropriate time slot on your tutor's weekly schedule.
You may schedule appointments two weeks in advance; however, you **must** schedule them **at least 24 hours before** the scheduled meeting day. Please note that you may not schedule appointments that are more than two consecutive hours long. Also, two-hour sessions require the tutor's approval. If you do schedule a two-hour session, you should take a short break during that time.
2. Bring your "**Notice of Tutor Assignment**" to the first session so that your tutor can confirm the assignment.
3. If your tutor is not in the Center when you arrive for your appointment, check with the staff at the counter in case your tutor has left a message for you. You must wait at least 10 minutes past the appointed time of tutoring before you may leave. If necessary, you should also leave a note for your tutor to discuss your next meeting. If your tutor has two "**no shows**" without leaving you a message, you may request to be reassigned to another tutor.
4. To let your tutor know that you **cannot** keep an appointment, remove your name from the weekly schedule and leave a written message with the Tutorial Center staff if you are on campus. On the message, please write the date at the top of the note. If you are not on campus, call the Tutorial Center at **484-8808**, and we will leave the message for your tutor. If you have two "no shows" without leaving a message, the tutor may drop you from his or her schedule.
5. If you are not satisfied with your tutor, let a staff person know what the problem is and he or she will try to help you. This may mean having you reassigned to another tutor.

Drop-in Tutoring

Drop-in tutors have fixed schedules. You may receive help on a first-come, first-served basis at any time during those hours.

If you seek assistance for math tutoring, please be aware that tutors cannot help you with special projects, handouts, take-home quizzes or exams unless told to do so by the instructor of the course.

➡ **NOTICE: WHEN YOU RETURN THE "REQUEST FOR SERVICES" FORM TO THE TUTORIAL CENTER, BE SURE TO HAVE YOUR ACCESS CARD WITH YOU.**