

Learning Commons' Tutoring Expectations

We are delighted that you have decided to utilize the tutoring services offered through the Learning Commons. In order to best serve you, we want to be clear about the services we offer and what you can expect from your next session.

Our tutors are able to assist you in the following areas:

- Formatting a paper in MLA, APA, Chicago, etc.
- Brainstorming ideas
- Providing structure to a paper
- Drafting thesis statements
- Helping to study for quizzes and exams
- Explaining confusing concepts
- Providing you with resources to help your study skills
- Explaining problems similar to that of your homework

However, we do NOT:

- Proofread papers; tutoring is a collaborative process
- Do your homework for you
- Help with take home exams
- Sign sheets saying that you've received tutoring unless you have actually been tutored
- Guarantee grades on assignments/exams/papers
- Teach the information; class is important for your learning
- Tutor you in classes being taken at another institution
- Allow parents of the student to attend the student's tutoring appointment

You are expected to arrive on time to your session. If you are 10 minutes late for a 30 minutes appointments (15 minutes late for a 1 hour appointment), then your appointment will be marked as "missed." Once you have missed 3 appointments, your account will be suspended, and you will need to the talk to the Learning Commons Manger to reactivate your account.

How to prepare for your session:

- Bring the appropriate textbooks and notes
- Bring the sheet with the assignment requirements (if applicable)
- Be organized with your materials
- Schedule a time when you will not be distracted by phone calls and can dedicate all of your attention to your assignment and the session
- Know what you want to work on so the tutor knows how to offer help
- If correcting an assignment or paper, look over the professors comments before the session
- Think about scheduling more than one session if you have a lot to accomplish