



Student Tutoring Guidelines

Student Responsibilities

1. Come prepared to meet with your tutor. Bring your assignment instructions, textbook, specific questions, and the work you have done on the assignment. Do as much of the assignment as you can before seeing a tutor.
2. Come ready to work. Turn off your cell phone and finish up all drinks and food.
3. Leave enough time to learn. Come for tutoring when you will have enough time to use the information from your tutor to make your work better.
4. Tutoring does not take the place of being in class. We reserve the right to ask you to return outside of your scheduled class time.

Tutor Responsibilities

1. Your tutor will not check your homework or proofread your writing, but they will discuss patterns of errors and how you can correct those errors on your own.
2. Your tutor will offer the constructive feedback and encouragement you need to complete your assignment or study plan.
3. Your tutor will help you understand your assignment and improve your study skills.
4. Your tutor will explain key concepts and show you ways to learn the material on your own. This will help you to improve your work when working independently.
5. Your tutor will share appropriate resources, such as websites or handouts that can help you continue to improve your skills.

General Policies

1. Tutoring is limited to a maximum of 60 minutes per student, per day. You are expected to work independently between sessions and make progress on your assignment before returning to see a tutor.
2. Tutoring does not take the place of attending class. The tutors are here to answer specific questions you may have after attending class and attempting your assignment. If you miss class, you must contact your instructor to receive any missed work and instruction.
3. All tutoring will be done in English to the fullest extent possible unless the coursework requires another language to be used.
4. There is no tutoring available for assessment tests. However, we will direct you to websites that can help you practice taking computer-based assessments.
5. Students are expected to follow the Saint Paul College Code of Conduct.
6. Students who are disrupting the work of others or misusing the centers may be asked to leave.
7. College resources are reserved for Saint Paul College students. Children are not allowed in learning centers.