On Being Tutored
Student Information and Responsibilities

1. Complete all reading assignments and attempt as much of the written assignment as possible on your own before meeting with your tutor.

2. Mark the parts of your textbook or class notes that need clarification. Try to determine as specifically as possible what you do not understand and write down specific questions to ask the tutor.

3. If you are scheduled for an appointment, be on time. If you can’t make your appointment, call to cancel.

4. Bring course materials, textbooks, assignments, and supplies that you’ll need to your tutoring session.

5. Report to the Center Supervisor at the scheduling desk before seeing a tutor.

6. Understand that you must do your own work and that the tutors will try their best to guide you, encourage your participation and efforts, offer suggestions and explain or demonstrate what is confusing to enable you to do your own work.

7. Please be patient with tutors; they’re students like you!

8. Share responsibility and be courteous to the tutor staff.

9. Expect good service.

10. Know you have the right to speak to the Director or Assistant Director about any questions, problems, or concerns you have with your tutoring experiences.

Adapted from California University of Los Angeles
Learning Resource Center