

## **TUTORING: GENERAL RULES AND GUIDELINES**

- Be prepared for each session. Review the section, draft the assignment or do some problems in advance. Bring your course materials (books, assignments, drafts, class notes). Be ready with questions. Tutors do not organize, write or type papers for you. Please utilize the university's Writing Center or set-up a time to meet with your instructor to receive feedback on your papers/assignments.
- At the end of each session, summarize with your tutor, discuss the topic and goal of your next week's session, and discuss any necessary tasks to be completed.
- Be prompt for your appointment and meet at the Gerdin Athletic Learning Center.
- Attendance is mandatory. Should a student-athlete need to miss a tutoring appointment due to illness or injury, they must provide the Tutoring and Administrative Services Specialist with a note from the student-athlete's athletic trainer. For all other reasons, students must provide a 24-hour advanced notification if they are to be excused.
- A Student-Athlete/Tutor contract will be completed during the first tutorial session. Both parties will review the contract and course syllabus so that both parties are familiar with the expectations of the instructor/course, as well as the SAAS tutoring guidelines. Students are required to bring their syllabus to the first tutoring session.
- Be honest and persistent. If you do not understand, ask.

## **DON'T RISK YOUR ELIGIBILITY - READ THESE GUIDELINES FOR APPROPRIATE TUTOR USE**

### **UNDER NO CIRCUMSTANCES MAY YOU:**

- Ask or allow your tutor to contact a TA, professor or coach.
- Take an exam or quiz during your tutoring/learning assistant appointment.
- Plagiarize or ask your tutor to plagiarize work.
- Use your tutor as an exam proctor.
- Receive or give money/gifts (i.e. tickets) or food from your tutor (this includes loans).

## **HOW TO REQUEST A TUTOR**

- Discuss your specific tutor needs with your athletics coordinator.
- Request a tutor through your GradesFirst account.
- Do not contact a tutor. You are prohibited from exchanging phone numbers, personal e-mail addresses and/or social media accounts with tutors/learning assistants.
- All inquiries regarding tutoring services, scheduling, logistics, etc., should be directed to the Tutoring and Administrative Services Specialist.