Tutor Guidelines

1. Tutors must have students sign in each time they arrive for tutoring. These sign in sheets are for departmental records as well as an agreement to abide by these guidelines.

2. Tutors encourage students to determine the focus of the session and to engage in planning what will be covered.

3. Tutors should focus on the unique needs of each student and by structuring and presenting the academic content in ways that stimulate understanding and mastery.

4. Tutors should demonstrate a genuine interest in the students and an enthusiasm for the subject.

5. Tutors need to be patient if their student makes slow progress or if their student becomes frustrated with his or her rate of progress.

6. Tutors should use active learning techniques to ensure that the sessions allows time for the students to practice, to make their own discoveries, and to assess what they are learning as well as what they need to learn.

7. Tutors do not lecture or simply tell a students what the key ideas are; instead, tutors help students understand the concepts of procedures by providing opportunities to practice, and to get feedback on that practice, by focusing the session on how to do the work.

8. Tutors should model good student habits, encourage students to try out effective study techniques or strategies/skills pertinent to learning the subject matter, and help build the necessary skills that will enable them to be successful and independent learners.

9. Tutors must be honest about what they know and what they don't know.

10. Tutors must take responsibility for the quality of the tutoring session but NOT for the quality of the students' work.

11. Tutors need to maintain a professional distance.

12. A tutor must protect the privacy of a student by keeping personal information confidential.

13. Tutors should never assist students on take-home tests, quizzes, or graded homework assignments; instead work on practice problems that help students review key procedures and concepts to prepare for the assignment.

14. If a student brings up specific learning difficulties, then refer them to the Student Access Office (Formerly Disability Services) at 516-877-3806. Let the student know they can make an appointment with the Coordinator, Rosemary Garabedian, in the University Center, Room 310.

15. If a student expresses a need for counseling for personal reasons, then refer them to the Student Counseling Center at 516-877-3646. Let the student know they can make an appointment with the Director, Dr. Carol Phelan, in the University Center, Room 310.
1. Students must sign in each time they arrive for tutoring. Your signature acknowledges your agreement to abide by these guidelines.

2. Students should attend all classes and prepare sufficiently.

3. Students should work through all problems or assignments to the best of their ability before meeting with a tutor.

4. Students should mark the sections they do not understand and prepare specific questions for the tutor.

5. Students should discuss their goals, both for the term and for each tutoring session, with the tutor.

6. Students must share the course syllabus, class notes, course textbook(s), and tests with the tutor, if necessary.

7. Students should think of their tutor as a resource person. Be open to his/her suggestions regarding your study of and approach to the course.

8. Students are encouraged to continue working closely with their instructor in the class and through office hours, and use the other help sessions that might be offered by the department.

9. The goal of tutoring is for the student to become independent as quickly as possible. Please keep this in mind – the tutor is there to help, not do all the work for you.

10. Students must be willing to work independently after a tutor has gone over a concept with you.

11. Students are NOT permitted to discuss take-home exams or quizzes with the tutors, such actions are in violation of Adelphi’s Academic Integrity policy. This policy is located within your Student Handbook.

12. At times, your tutor might be circulating among a handful of students. Be courteous and patient.

13. Students should keep in mind that no one – even our highly qualified tutors – knows everything. Tutors may need to review the materials themselves. Please be patient with them.

14. Students should not wait until the last minute for tutoring. Start coming for help early in the semester.

15. Students should report any problems regarding our tutors or services immediately to Dr. Salvatore Petrilli.