Ten Ways To Make Tutoring Work For You

1. Respect the fact your tutor is a volunteer, and their time is very valuable. Set up your tutoring times and make sure you show up or contact your tutor to cancel/reschedule if you cannot make it.

2. Let your tutor know what is going on in your classes. Provide the syllabus and if possible the web site for the course to the tutor in advance of the first meeting.

3. Don’t want until the last minute to get a tutor, at the first sign of uncertainly or after the first exam contact the program director.

4. Remember tutoring is a two way street, tutors are there to help, but NOT to re-teach the material. You must go to tutoring sessions prepared for the material to be covered, and if possible with questions.

5. Help your tutor prepare for sessions by giving them an idea of what material you need help with and in particular get questions to the tutor in advance.

6. If your problems are operational, i.e. test taking, reading skills or you are not sure, contact the program director for help. Cognitive Skills offers professionals trained to help with study, reading and test taking skills free of charge to graduate students.

7. End tutoring gracefully. If it has helped and you are confident going ahead, thank the tutor and tell them and the program director you think you are finished. If it is not working out with your tutor, don’t just stop showing up. Contact the program director to discuss how to end the tutoring, and if you want to try different tutor. It is hard on the tutor if you just stop going and it may mean you don’t get the help you need.

8. If the tutor suggestions going to the faculty member teaching the material, listen to that advice. Tutors are encouraged to refer students to faculty for assistance. In our recent survey 100% of students that tutors referred to the faculty member and that went said it was helpful.

9. Set up tutoring on a regular basis. Tutors are encouraged to limit tutoring to about an hour a week. While sometimes more time is needed right before an exam, it is hard on everyone if you wait until the last minute and need 4 or 5 hours in less than a week. Tutors cannot always schedule that much time, and are not expected to.

10. Remember you are not alone, many more students get tutoring than most people think, and many find working in small groups for tutoring preferable to one on one. Tutoring can also help develop group study skills that are quite valuable.