Academic Success Center: Tutoring Services

Tutor Expectations

- Tutor is a currently enrolled undergraduate with at least 1 completed semester at ISU and has received a B or higher in the course
- Tutor has completed an interview, policy quiz, 2-hour orientation for employment
- Tutor will provide a distraction-free location with necessary resources
- Tutor will be a group facilitator, not a second lecturer
- Tutor will be knowledgeable, patient, respectful, positive, professional, prepared, and organized
- Tutor will set goals and/or expectations during the first few sessions
- Tutor will arrive at all assigned sessions on time
- Tutor may need to be responsible for tutor groups with multiple instructors/sections
- Tutor will not provide direct answers to anything graded (i.e. homework, projects, quizzes, etc.)
- Tutor does not replace class time or course instructor
- Tutor will facilitate discussion topics and encourage participation
- Tutor will help tutee(s) learn how to learn the material
- Tutor will help tutee(s) refine study skills and become independent learners
- Tutor will request feedback from the tutee(s)
- Tutor will communicate any changes or updates about tutoring sessions (i.e. location change, time, date, extra sessions, cancelled sessions, etc.)

Tutee Expectations

- Tutee will attend all course lectures and all tutoring sessions
- Tutee will respect their tutor and fellow tutees
- Tutee will be mentally prepared for the tutoring session
- Tutee will participate in session discussions and activities
- Tutee will bring questions and necessary materials (i.e. textbook, notebook, pen, etc.)
- Tutee will discuss their session and course goals with their tutor
- Tutee will ask the tutor for clarification when course material is unclear
- Tutee will notify the tutor about feedback or concerns prior to contacting the ASC
- Tutee will notify the tutor in advance (according to tutor’s attendance policy) if they will be absent from a regular and/or extra session
- Tutee will notify the tutor of any permanent schedule conflicts prior to contacting the ASC
- Tutee will notify the ASC if they wish to remove their tutoring request
Group Expectations (Created by you and your tutees together)

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