

What Students Need to Know about Tutoring

What a Tutor Can and Cannot Do

- Before seeking a tutor's help, try to do the work on your own first. If you have not done what instructors have assigned you to do, there is little that a tutor can do to help you. You have to help yourself first. You should have done the assigned reading and tried to begin any assignments with which you need help. Be prepared with specific questions about your assignments that you would like to discuss with your tutor.
- Do not rely on the AEC or its tutors to have your course materials. Bring whatever course materials you need to make the most of your tutoring sessions (textbooks, syllabus, notes, assignment sheets, calculators, laptops, etc.).
- Tutors are not instructors; they do not teach. Tutoring is also not a substitute for attending classes. Tutoring is not a homework service. Do not expect tutors to do your work for you.
- Tutors should not give students answers or do their work for them. If tutors do these things, then students will not gain the independence to do the work on their own. Moreover, as forms of cheating and plagiarism, giving answers and doing work for someone else are unethical because these actions violate of the codes of academic honesty. The academic honesty policy can be found in the Student Handbook.
- Tutors can assist students with the learning process by doing such things as asking students questions, helping to explain difficult concepts, demonstrating the processes they would use, and modeling good study habits.
- Tutors will suggest new strategies, techniques, and tips to help you improve academically. Presumably, what you have been doing is not working as well as you would like, so it's time to try something different. Be open to the suggestions that tutors offer you.
- Do not wait until the last minute to seek assistance. If an assignment is due or a test is happening that day, there is little that a tutor can do to assist you. Tutors are not miracle workers; you have to put in the work and the time in order to learn concepts, memorize information, and work through revisions of writing assignments and other projects in order to earn good grades.
- If you are not paying attention, are talking on cell phones, playing around on laptops, listening to MP3s/IPODs, talking with friends in ways unrelated to the tutoring session, or behaving in other unacceptable ways, tutors will end your tutoring sessions.
- If you have any questions or concerns about tutoring, contact Stephanie Lawhorne, the Director of Academic Support at the AEC. If you do not see the course with which you need help or if the tutors' times do not work with your schedule, this is the person to contact.

Setting Up Tutoring Sessions

- Tutoring is available by appointment or on a walk-in basis. Tutoring sessions are limited to one hour, and some of that time is needed for things other than talking about the specific course content with which you need help. For instance, for

each tutoring session, the student and tutor must complete a Tutoring Report Form.

- If you drop in for tutoring, the tutor(s) may already be working with another student who came in earlier or who booked an appointment. You may or may not be able to join the session in progress depending on what course is being tutored. Thus, you may have to wait or come back at a later time to get help.
- If you come in to make an appointment, bring a copy of your weekly schedule with you to speed up the process. Appointments must be made at least a day in advance.
- Tutors are listed by course name and number on the schedule. To find a tutor who can help you, look under the subject heading and then for the particular course number that you are taking. After the tutors' names, you will see the days of the week and hours that they are available. The days of the week are abbreviated as follows: M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, and Su = Sunday. Tutoring is not available on Saturdays.
- Arrive on time. If you do not arrive within 15 minutes of the start of your appointment, tutors will mark you as a "no-show" and move on to help someone else who is present and waiting for help.
- If you have an appointment that you cannot keep, call 315-684-6067 to cancel. If you miss and/or cancel more than two times, all of your appointments for the rest of the semester will be dropped. Although you will not be allowed to make anymore appointments for the remainder of the semester, you may still seek tutoring on a walk-in/drop-in basis.
- Unless noted otherwise with the tutor's hours, the location for tutoring sessions is the AEC in the library.
- Check for tutor cancellations online at the college website as you would for class cancellations.
- If a tutor's hours are listed by appointment only, the tutor will only be in if a student has booked an appointment in advance.

Library Policies

The AEC, where most tutoring occurs, is located in Butcher Library. The following Library Policies apply to the AEC:

- The tables in the tutoring areas are only for use by tutors and the students with whom they are having tutoring sessions.
- No food is allowed; only covered beverages are permitted.
- Talking on mobile devices is not permitted. Turn ring tones off, and text rather than talk if communication by mobile device is necessary.
- Volume on headphones and other electronic devices should be low enough so that no one else in the AEC can hear it.
- Noise and other behaviors that disrupt other users of the library and the AEC are not permitted.
- Per College policy, students using the library and/or the AEC must present their college identification when requested by any faculty or staff member.
- Extreme disregard for or repeated breaking of these rules will result in disciplinary action through the Dean of Students office. See the Student Handbook for more information on the Student Code of Conduct.