HOW TO PREPARE FOR A Tutoring Session

The UAGC classroom provides access to course resources, instructional materials, practice and summative assessments, and, most importantly, a qualified instructor. The course instructor provides all initial instruction for your course while subject tutoring offers students an extra layer of support.

The tutor cannot substitute for the course instructor.

**PREPARE**

- Clarify assignment expectations with your instructor.
- Seek feedback from your instructor to know what concepts and areas of your coursework you can improve on.
- Bring specific questions that will help you build understanding of a course concept.

**Examples of Questions to Bring a Tutor**

- I’m confused on how to calculate the simple cash flow for a business statistics assignment.
- I need help creating a strong thesis statement and citing a source in APA format.
- I need help finding a scholarly article on the impact of effective interpersonal communication in the workplace.

**EXPECT**

- A focused session of 30 minutes or less. Learning is most effective in short, focused increments.
- Independent work. Do not complete your homework with or alongside your tutor.

To Get the Most from Your Tutoring Session.
ACADEMIC HONESTY

Complete all work on your own.

A tutor should not do or correct any part of your assignment.

Instructor Role vs. Tutor Role

**Instructor**
- Can answer questions about grades.
- Can answer questions to clarify an assignment.
- Can answer questions about your course.
- Can answer questions about using Canvas.
- Can provide guidance on what concepts to work on with a tutor.

**Tutor**
- Can answer general questions about course concepts.
- Can answer general questions related to an assignment you are working on.
- Cannot answer specific questions about your course.
- Cannot answer resource or system access questions related to Canvas.
- Should always be shown the same respect for their time and integrity that you show your instructor.