

Guidelines and Expectations for Students (Tutees)

On Campus Tutoring Opportunities

- Tutees are encouraged to meet with their professors during his/her office hours before scheduling an appointment with a peer tutor. The professor is the student's first point of contact before contacting the Career and Student Success Center (Success Center) for tutoring sessions because some departments offer alternative tutoring services designed for assisting students studying specifically in that field.
- If you require proofreading assistance, please visit the Writing Center in Gibbons 504. They are available to work with students by appointment and you may contact them at 410.532.5113.
- If you require Spanish or French assistance, please be sure to visit the Language Lab Center (LLC). You can find a schedule of tutoring times listed in the LLC located in Feeley International Center, 040 Meletia Hall. You can also contact the center at khopson@ndm.edu. The Success Center does not offer assistance with languages.
- At this time, the Success Center is currently unable to offer tutoring in science courses. If you require assistance from this department, please make an appointment to meet with your professor.

Scheduling a Tutoring Session

- **Scheduling a session can take upwards of one week! Please plan in advance. Tutees should not expect to receive emergency assistance the night before an exam or a major assignment is due.**
- All tutoring sessions must be scheduled through the Success Center. Tutors and Tutees may agree to schedule follow-up sessions; however, both Tutee and Tutor must contact the Success Center before the next session can be officially scheduled.
- Sessions must be held on the University's campus. We strongly encourage sessions to take place in the Success Center; however, if sessions are to be held after close of business, students should plan to meet in Gator's Commuter Lounge, The Notre Dame/Loyola Library, The Language Learning Lab, or Rice's Computer Lab.

Preparing for Your Tutoring Session

- If a Tutee cannot attend a prescheduled session, he/she must contact the Success Center at least 24 hours in advance. Failure to give 24-hour notice of a cancellation will result in the designation of the session as a “no-show” appointment. If a Tutee does not show up for 2 or more sessions without contacting the Success Center beforehand, he/she will no longer be able to receive tutoring services from Success Center for the remainder of the semester.*
- Tutees will come to sessions prepared with proper materials (textbooks, notebooks, writing instruments, assignments and other relevant materials), ready to discuss only academic issues with his/her tutor. Tutees should prepare questions and concerns relevant to their coursework in advance.
- Tutees and Tutors are expected to abide by the University's Honor Code. The Tutees are expected to complete their own assignments and attend classes regularly. The Tutor serves as a guide and will not complete assignments for the Tutee – homework, essays, projects, or otherwise. The Tutee should not expect to receive first time instruction.

Your Tutoring Session

- Sessions are one hour in length. Tutees may schedule one session, per subject, a week. Any exceptions must have prior approval given by the Tutor Coordinator.
- All Tutees are expected to arrive to tutoring sessions ready to begin the session at the designated time or to call the Success Center if late.
- Tutoring sessions must take place in person. We will not accept emailed assignments to edit and send back without face-to-face contact.
- Tutees are expected to treat the tutors with respect. This means the tutee shows up on time, stores unneeded devices (YES! this includes cell phones) and comes prepared to work with relevant questions and concerns.

* If a tutee experienced a true emergency, he/she is expected to notify the Success Center in a timely manner and exceptions may be granted.

Tutee's Initials: _____

Date: _____

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No-Show Policy

- Students must attend their scheduled tutoring sessions unless they have contacted the Success Center at least 24 hours in advance to cancel. Without proper 24 hour notification the session will be considered a “No Show.” If a Tutee cannot attend a prescheduled session, he/she must contact the Success Center at least 24 hours in advance.
- Tutees who fail to cancel their session within 24 hours and/or do not report to a scheduled session 2 or more times will be unable to schedule further tutoring sessions for the remainder of the semester.*
- If a recurring appointment is scheduled, both tutor and tutee are expected to attend all sessions throughout the semester. Tutoring extends through the last day of classes. If a tutee would like to extend into exam week, the tutee must contact the Success Center to schedule those sessions.
- Tutors will wait at least 15 minutes for each scheduled session. If at that time a tutee has not shown up, the tutor will designate the session as a “No-Show” on his/her Session Report Form. Unless the Tutee cancelled at least 24 hours in advance of his/her scheduled sessions, the tutor will be paid for 15 minutes. The Success Center will notify the Tutor of any cancellations with reasonable speed when Tutees cancel their appointment through the Success Center.

* If a tutee experiences a true emergency he/she is expected to notify the Success Center in a timely manner and exceptions may be granted.

Tutee's Initials: _____

Date: _____

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Tutee Agreement

Please be advised that scheduling a session can take upwards of one week! Please plan in advance.

All tutoring at the Center for Career and Student Success (Success Center) is a free service available to all students at Notre Dame of Maryland University. The Success Center's peer tutors are expected to be on time, professional and knowledgeable of their subject matter for each session. We are happy to be able to assist you with your academic coursework. If at any time you feel you are not receiving this level of service please contact the Success Center immediately.

Before you may schedule a session, you must review and sign the **Guidelines and Expectations for Students (Tutees)** packet.

I have read and agree to abide by all expectations listed in the **Tutoring Policies, Expectations and Guidelines** packet.

Printed Name

Signed

Date

Success Center Personnel

Date