Guidelines for Tutoring

Tutor: to teach or guide usually individually in a special subject or for a particular purpose: coach (Source: Merriam-Webster Online Dictionary)

Many students find themselves having problems in class. There are several ways that students can find assistance when this happens. A student can receive extra help from the instructor of the course. A student can get assistance from several University programs such as the Study Skills Lab, the Writers Lab, or the Math Lab. Sometimes, a student will hire a tutor in order to receive individual help from someone with expertise in the area that the student is having problems.

It is important to realize that tutoring is a professional, business relationship. Both parties should understand the terms and conditions of the relationship at the beginning.

Guidelines for students hiring a tutor

1. Tutors are offering their services for a fee. Be sure that you understand the tutor's conditions before receiving help.
2. Tutors are full-time students just like you. They have exams and projects too. Be sure to coordinate your tutoring sessions with the tutor.
3. Tutors (and instructors) are not miracle workers. They cannot help you if you wait to the last minute to get help. Do not expect them to help you the day before an exam or the day before a project is due.
4. Tutors are not study groups. Contact your classmates to form a study group.

Guidelines for being a tutor

1. Be courteous to the student at all times.
2. Establish your compensation rate, a schedule for tutoring sessions and any other conditions that you might have at your first meeting with the student.
3. Be prepared for your sessions with the student.
4. Do not do homework or write programming assignments for the student.
5. Do help students to acquire problem solving and program debugging skills.
6. Do contact the instructor of the course if you have questions. It is important to know what programming constructs have been covered in an course when helping a student.
7. Do not introduce concepts the instructor has not covered.