

LHU TUTORIAL SERVICES

Tutor Responsibilities

- ✓ Tutor groups no larger than six during regular scheduled weekly meetings. These sessions are scheduled via Tutortrac for the same day, time and place each week. There will also be an optional meeting time each week for those students who need more assistance that same week.
- ✓ Introduce yourself to the instructor(s) and obtain a copy of their current course syllabus and materials.
- ✓ During the first session with tutees, it is suggested that tutors discuss the following:
 - Tutorial Services policies and procedures
 - Tutor responsibilities and student responsibilities
 - Importance of attending class
 - The professor as the tutee's primary source of information about the course
 - Punctuality at tutorial sessions
 - Procedure for canceling a scheduled tutorial appointment
 - Preparation for and participation in the tutorial group session
 - Importance of good study skills and strategies, as well as a good attitude
 - The tutee's need to participate in their own education (active vs. passive learning)
- ✓ Keep an accurate account of working hours via e-time. You will receive information from payroll about how to keep track of and submit hours.
- ✓ New applicants must complete the Tutorial Services training. You will be provided this information
- ✓ Tutoring is NOT a substitute for class attendance. Tutors are not to assume the role of the instructor of the course.
- ✓ Offer input and suggestions at any time as to how the program might be improved.
- ✓ Check your LHU EMAIL account everyday!

Please indicate by your signature that you have read and understood the above. Sign and return electronically to tutoring@lockhaven.edu

Tutor (print name)

Date

Tutor (signature)