MONTGOMERY
COUNTY COMMUNITY COLLEGE

TUTORIAL SERVICES
Expectations for Students and Tutors

The mission of Montgomery County Community College's Tutorial Services is to serve students who are currently enrolled in MCCC academic courses. Tutorial Services on both Central and West Campuses help students develop learning strategies based on their unique learning styles with the goal of creating successful students and independent learners.

Students	Tutors
- Students will be served in the order they sign into the Waiting Room. If not present when the Tutor becomes available, the next in line will be served. - Ask questions and engage in relevant discussions with the tutor. - Pose questions based on problems or material that you have reviewed and studied prior to the tutoring session. - Have an open mind, a positive attitude, and a willingness to work. - Tutoring sessions are not a replacement for attending class — <u>Attend class regularly.</u> - Always attempt the work prior to the tutoring session. Bring in all attempted work to aid the tutor in helping you. Avoid bringing in blank assignments. - Come prepared with your papers, notes, books, assignments, and other learning materials. - Be respectful. Use appropriate language and exercise patience. - Pay close attention to the tutors and be mindful of their time. Tutoring sessions are typically 30 minutes in length. - Tutors are not permitted to complete assignments, quizzes, exams or papers with or for students.	- Tutors will serve students in the order in which they signed into the Waiting Room. - Set clear expectations about the tutoring session and answer questions to the best of your ability, engaging in relevant discussion with the student. - Be knowledgeable about resources available to help students. - Have an open mind, a positive attitude, and a willingness to help students from diverse backgrounds and with different learning styles. - If there is a conflict between the student and an instructor, remain understanding yet neutral. Remind the student of appropriate channels to reach a resolution and help the student to refocus on the session. - Be respectful. Use appropriate language and exercise patience. - Pay close attention to students and be mindful of their time. Tutoring sessions are typically 30 minutes in length. - Tutors help students learn by fostering independent learning. They are not permitted to do students' work.