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 helps students develop learning strategies based on their unique learning styles with the goal of creating successful students and independent learners.

To ensure that tutoring sessions are helpful and productive, we have compiled the following list of expectations for students and tutors. By following these expectations, tutors and students can work together to meet learning objectives for each tutoring session.

Expectations for Students

- Ask questions and engage in relevant discussion with the tutor.
- Pose questions based on problems or material that you have reviewed or studied prior to the tutoring session.
- Tutoring sessions are not a replacement for attending class; attend class regularly.
- 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, and other learning materials.
- Be respectful. Use appropriate language and exercise patience.
- Pay close attention to the tutors and be mindful of their time.
- Understand that the tutors are here to help you learn, but they will not do your work.
- Have an open mind, a positive attitude, and a willingness to work.

Expectations for Tutors

- Ask questions and engage in relevant discussion with the student.
- Only answer questions and have discussions about material that the student is prepared to discuss.
- Be respectful. Use appropriate language, exercise patience, and be sensitive to the needs of the student.
- Pay close attention to students and be mindful of their time.
- Help the students to learn, but allow them to complete their work independently.
- If there is a conflict between the student and an instructor, remain understanding yet neutral. Remind the student of the appropriate channels to reach a resolution. Help the student to refocus on the material and learning.
- Have an open mind, a positive attitude, and a willingness to help.