Tutor Guidelines for tutors and students

Tutor Guidelines
1. Tutors must have students sign in each time they arrive for tutoring.
2. Tutors should encourage students to determine the focus of the session.
3. Tutors should focus on the unique needs of each student.
4. Tutors should demonstrate a genuine interest in the students and an enthusiasm for the subject.
5. Tutors need to be patient if their student makes slow progress or if their student becomes frustrated with their rate of progress.
6. Tutors should use active learning techniques to ensure that the sessions allow time for the students to practice and make their own discoveries.
7. Tutors do not lecture or simply tell a student what the key ideas are; instead, tutors help students understand the concepts by providing opportunities to practice, and to get feedback on that practice, by focusing the session on how to do the work.
8. Tutors must be honest about what they know and what they don’t know.
9. Tutors must take responsibility for the quality of the tutoring session but NOT for the quality of the students’ work.
10. Tutors need to maintain a professional distance.
11. Tutors must protect the privacy of a student by keeping personal information confidential.
12. Tutors should not assist students on take-home tests, quizzes, or code directly related to homework assignments; instead, tutors should discuss general concepts and/or work on practice problems that help students review key procedures and understand concepts that prepare them for the assignment.
13. If a student brings up specific learning difficulties, then refer them to the Moses Center for Students with Disabilities (212-998-4980 / mosescsd@nyu.edu).
14. If a student expresses a need for counseling for personal reasons, then refer them to the Wellness Exchange (212-443-9999 / wellness.exchange@nyu.edu).

Student Guidelines
1. Students must sign in each time they arrive for tutoring. Your signature acknowledges your agreement to abide by these guidelines.
2. Students should attend all classes and prepare sufficiently.
3. Students should work through all problems or assignments to the best of their ability before meeting with a tutor.
4. Students should mark the sections they do not understand and prepare specific questions for the tutor.
5. Students must share the course material (syllabus, notes, textbook(s), and tests) with the tutor, if necessary.
6. Students should think of their tutor as a resource person. Be open to his/her suggestions regarding your study of and approach to the course.
7. Students are encouraged to continue working closely with their instructor in the class and through office hours, and use the other help sessions that might be offered by the department.
8. The goal of tutoring is for the student to become independent as quickly as possible. Please keep this in mind – the tutor is there to help, not do all the work for you.
9. Students must be willing to work independently after a tutor has gone over a concept with you.
10. Students are NOT permitted to discuss take-home exams or quizzes with the tutors (unless specifically stated by a professor), such actions are in violation of the department’s Academic Integrity Policy.
11. At times, your tutor might be circulating among a handful of students. Be courteous and patient.
12. Students should keep in mind that no one – even our highly qualified tutors – knows everything. Tutors may need to review the materials themselves. Please be patient with them.
13. Students should not wait until the last minute for tutoring. Start coming for help early in the semester.
14. Students should report problems regarding our tutors or services immediately to their professor.