How to Work With Your Peer Tutor

I. Once you receive a tutor name, contact the tutor as soon as possible to reserve session time.
   a. Make sure you choose a solid block of time that will not conflict with other meetings/appointments/classes.
      i. Note that sessions are meant to run for 1-1 ½ hours. If you need to meet for a longer session, you must clear it with both me and the tutor.
   b. Most tutors value their lunch hour as much as you do, so try not to ask them for help while they are eating. Make an appointment instead.

II. Be on time, or call your tutor if you are going to be late.
   a. Your tutors are only required to wait fifteen minutes for you, and may choose to leave after that.
   b. Any time that your tutor spends waiting for you to arrive will be deducted from your total session time.

III. Arrive at your sessions prepared to work
   a. Your session begins as soon as you and your tutor sit down together. If you spend half an hour gathering materials, that’s a half hour less than your tutor has to spend with you. Have everything you need (notes, assignment descriptions, fabric, ruler, etc.) ready to go.

IV. Do not ask the tutor to do the work for you. The tutor’s job is to help you learn to do the work for yourself.
   a. Keep in mind that there’s a good chance that your tutor has worked with your professor before, and that the professor may well recognize the tutor’s work if you submit it.
   b. Also remember that the tutor will eventually graduate, and so you will need to master these skills on your own.
   c. Finally, know that if your peer tutor does the work for you, and you submit it as your own, you are both guilty of cheating. At best, you could face academic consequences and the tutor could lose her job.

V. If you are having problems with your peer tutor, let me know as soon as possible.
   a. If you find that your tutoring sessions are not working for you, for any reason, please let me know, and I will connect you with a different tutor.