

Attend all class meetings

- Provides exposure to the course material
- Tutors are not professors
- Tutors can help understand info from class and reviewing it for assessments
- They are not a replacement for professors or for class, reading, etc.

Know class assignments and teacher instructions

- Knowing these provides you with direction on doing the work
- Notes from class can and will be a good resource during your session
- These will allow tutors to better help you

Have assignments completed and material studied before tutoring sessions

- Read, review your notes, prepare questions for your tutor, do any homework
- You will be able to identify specific areas where you need support
- Tutors are not homework helpers, they're not there to walk you through incomplete work
- Tutors can check on questions or problems you're unsure about and help you find and fix problems

Bring appropriate materials (book, paper, handouts, notebook, calculator, etc.)

- Make sure you have everything you will need to cover the material for which you are seeking help
- Regular review is the key to understanding course info
- Know what you want to cover and consider how you'd like to spend your time

Arrive on time

- You are responsible for attending the meetings you have scheduled
- If something comes up, contact your tutor - Penji has a chat function or you can type their name into your school email and send them an email
- If you don't show up, or cancel within an hour of your session, you will receive a warning. If you do it 3 times in 30 days, you'll be suspended from using tutoring for 14 days and all recurring tutoring sessions will be canceled.