

Learning Center

Tutoring Policies

The Learning Center mission is to support students' academic learning by providing free instructional support and resources to reinforce and supplement classroom instruction and to assist students to achieve academic success.

Tutoring is available free to students of Chandler-Gilbert Community College on a drop-in basis for selected courses. While the emphasis is on providing mathematics, science and writing support, services are available for a wide range of academic courses. The purpose of tutoring is to help students succeed in their educational programs and to become independent and active learners. In order to provide maximum benefit to the greatest number of students, the following policies concerning tutoring have been established.

- ◆ **Students must be enrolled at CGCC in the course(s) for which they are requesting tutoring.**
- ◆ Students are required to sign-in and sign-out, using *TutorTrac*.
- ◆ Students are to be familiar with the material they will be working on before using tutoring.
- ◆ Students are to come prepared with questions and bring the necessary supplies needed for the assignment to tutoring: course outlines, textbooks, notes, assignments, paper, pens, etc.
- ◆ Tutors are not allowed to do students' work; rather, tutors help students by enabling them to do their work with confidence.
- ◆ As the tutors' role is one of support, ultimate responsibility for all work as to correctness, completeness, etc. rests with the student.
- ◆ Tutors work with several students during their drop-in time, helping each student who "drops-in" individually as time allows.
- ◆ Students understand the above Tutoring Policies and agree to follow them so that tutors may best serve the students of CGCC.

The Learning Center is located on the second floor of the Library, Rooms L227, L228, and L229. For more information call 480-732-7231.

Appointment Based Tutoring Policies

- ◆ Tutors are required to wait fifteen minutes for students with appointments. After fifteen minutes, the tutor is free to leave or work with other students.
- ◆ Students can make one appointment at a time to a maximum of two hours per week. Upon completion of each tutoring session, an appointment may be made for the next session.
- ◆ Students can select the time they would like to be tutored and the tutor with whom they would like to work within the choices available.
- ◆ Students are expected to keep appointments made with tutors. If you are unable to keep an appointment, please cancel at least three hours in advance. *Two* missed appointments or *three* late cancellations will result in termination of individual tutoring for the remainder of the semester.

Note: Appointments for tutoring are provided for select CGCC courses.

Tips for Tutee's to have a Successful Tutoring Experience

For a successful session you need to:

- Attend all of your classes - essential for full understanding.
- Explain your needs to the tutor.

In order to have a productive tutoring session you must come to each tutoring session with specific questions. In order to do this:

- Read all your assignments ***before*** the tutoring session.
- Review your notes ***before*** the tutoring session.

IMPORTANT: Do **Not** expect your tutor to do your homework or write papers for you. Tutors are hired to help you learn, not to learn for you.

Adapted from Dan Griffiths' "Tutor's Handbook" at University of Wisconsin-Platteville.



The Maricopa Community College District is an EEO/AA institution.