

Tutee Guidelines

REQUIRED: Prior to receiving tutoring, the student must have met with a LEAD counselor for an academic counseling session. To meet with a LEAD counselor, click on the following link to make an appointment: <https://traccloud.go-redrock.com/westernu>

Each time a new semester begins, students must resubmit a tutor request, and meet with a LEAD counselor. Additionally, the student must make the request for tutoring via the online TAP process: <https://www.westernu.edu/lead/lead-tutoring/>

1. Tutoring is an opportunity:
 - a. As such, tutoring opportunities can be revoked at any time by LEAD if the student is found in violation of the Tutee Guidelines or engages in unprofessional or unethical behavior.
 - b. All students are encouraged to discuss their academic concerns with LEAD counselors, their Faculty Mentor, and/or the Course Instructor.
 - c. We request students to return to LEAD during the semester to discuss academic progress and to strengthen their academic skills.
2. Tutees are expected to maintain professional behavior; this includes:
 - a. Arriving on time.
 - b. Allowing all group members equal opportunity to participate.
 - c. Allowing the tutor to facilitate the process.
 - d. Responding in a timely manner to all LEAD/ tutor communications.
 - e. Attending only their assigned tutoring group sessions.
3. Tutors are not teachers:
 - a. Tutors are not expected to teach content, but rather answer any unclear concepts or questions students may have after studying independently.
 - b. Tutees should strive to understand the difference between an issue in content understanding and a learning issue.
4. Tutees should strive to be as prepared as possible for their tutoring sessions, by:
 - a. Coming to the tutoring session with specific content questions.

- b. Being willing to be an active contributor to the small group sessions.
- c. Completing any prework that might be requested by the tutor, for example, having specific questions or reviewing certain content.
- d. If tutees are unprepared, tutors have the right to cancel the tutoring session.

5. Individual Tutoring

- a. LEAD does not readily offer this accommodation.
- b. All one-on-one requests will be considered through the collaborative efforts between the requiring party and LEAD.

6. Tutor availability

- a. For small group tutoring, tutors will work with the tutees to determine small group tutoring session dates/times/location; the times to meet are at the discretion of the tutor.
- b. Tutoring groups can range from 8-15 students.