

Tutee Guidelines

REQUIRED: Prior to requesting tutoring, 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: <http://www.westernu.edu/lead/lead-counseling-appts/>

And at least one of the following:

- a) Any student who has scored below a 77% on an exam for the requested course
 - b) Any student on Academic Probation
 - c) Any student who receives AARC one-on-one accommodations
1. Tutoring is a privilege, not a right.
 - a. As such, tutoring privileges 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 problems with LEAD counselors, their Faculty Mentor, and/or the Course Instructor.
 - c. Students receiving tutoring are requested to return to the LEAD to discuss academic progress. As they academic year progresses, most tutees will need fewer tutoring hours as they develop and practice good study skills.
 2. Tutees are expected to maintain professional behavior, this includes:
 - a. Attending tutoring sessions, if not then notifying LEAD/tutor of absence
 - b. Arriving on time
 - c. Allowing all group members equal opportunity to participate
 - d. Allowing the tutor to facilitate the process
 - e. Communicating in a timely manner to all LEAD/ tutor communications
 3. Tutors are not teachers
 - a. Tutors are not expected to teach content, but rather answer any unclear concepts or questions the students may have after studying.
 - b. Tutees are expected to understand the difference between an issue in content understanding and a learning issue.
 4. Tutees must be prepared for their tutoring sessions.
 - a. Completing all necessary readings

- b. Completing any pre-work as requested by the tutor
 - c. Come to the tutoring session with specific content questions
 - d. If tutees are unprepared, the tutor has the right, and authority, to cancel the tutoring session.
5. Individual Tutoring
- a. One-on-one tutoring is assigned only as requested by AARC.
 - b. There are some courses where one-on-one tutoring is not practical to the content, therefore it will be denied.
6. Tutor availability
- a. Tutors will work with LEAD to determine tutoring session date, time, and location
 - b. An email with tutoring session information will be sent to qualifying students at least 48 hours prior to the tutoring session
 - c. Tutoring session attendance will be limited to only the first 15 students who sign-up electronically
 - d. Tutors will be limited to working 16 hours per month