How to Get the Most Out of a Tutoring Session

In order to maximize your learning time, it will be necessary for you to do the following:

- **Bring Important Materials:**
  - Textbooks, class notes, pen or pencil, calculator, syllabus, written assignments and flashcards.

- **Be Prepared:**
  - Attend all class sessions, read assigned materials and complete or attempt homework. A tutor cannot make up for classes you did not attend or material you did not read. Tutors will not provide assistance with specific homework problems, but will offer to work similar ones.

- **Actively Participate:**
  - You should be doing most of the talking. Ask question – remember the goal of the session is so that you can solve the problem when the tutor is not there. Be prepared to work – to take notes, to construct an outline, or work through a problem.

- **Set Realistic Goals for Yourself:**
  - You are not going to learn the whole course in an hour. In order to maximize your knowledge of the material, review what you covered in your tutoring session soon after the session has ended. Remember that improvement takes time.

- **Know The Tutors Role:**
  - Tutors are recommended by IU South Bend faculty members. Tutors are directed not to do homework for students. Neither will the tutor assist you with a take-home exam. The tutors will ask questions to determine what part of the learning process is presenting a problem and help foster your study skills in order to succeed.

- **Scheduling Appointment:**
  - You may schedule an appointment I person or over the phone.
  - Appointments are for half hour or hour time slots.
  - No same-day appointment scheduling
  - When responding to confirmation email, please provide your Student ID.

- **Cancellation Process:**
  - Appointments must be cancelled 24-hours in advance.
  - Two no-call, no-shows or cancellations that fail to meet the criteria above may result in your tutoring privileges being removed for the semester.