

## Teaching and Learning Center, Monmouth College

### Tutoring Philosophy and Expectations

It is the goal of the Teaching and Learning Center tutors to provide each student served with the following:

- ✓ Promotion of independent learning
- ✓ Personalized instruction
- ✓ A shared student perspective
- ✓ Awareness of additional campus resources

(adapted from LSU, Center for Academic Success)

*The Teaching and Learning Center tutors will aid in the academic success of each student served while enhancing the student's knowledge of the subject material. It is the goal of the tutors to challenge students to engage in their own learning and develop stronger study habits to succeed in all academic coursework.*

#### **What to Expect from a Tutor:**

- ✓ Knowledge of the subject area
- ✓ Courtesy, respect, patience and confidentiality
- ✓ Working with you until you understand the material
- ✓ Attempting different techniques to help you understand the material
- ✓ Review with you material from class that you do not comprehend, help you find answers to your questions, and work on practice problems when needed.

#### **What Tutors will Not Provide:**

- ✓ Direct answers to your homework – they will help you figure out and solve the answer, so you know how to do it independently next time.
- ✓ Direct answers to your questions – they will teach you to seek out the answers so you can learn.
- ✓ Simple corrections of work for the student – YOU have a role in tutoring. It's a partnership to discover how you can best comprehend the material better in the future.
- ✓ The tutor is not an expert, nor are they the teacher of the course. Tutoring is in addition to, not a replacement, for your course. They will not know everything about a subject and may refer you back to your professor in some instances.

#### **Your Role as a Student:**

- ✓ Come prepared to your tutoring session: bring textbooks, notes, past tests, in class assignments/problems, past writing assignments, etc.
- ✓ Bring your questions! Know what it is that you need help with so there is a place to begin.
- ✓ Try to seek out help early so you are not cramming information in right before a big assignment or exam. If you visit tutoring on a more regular basis, you will be more effective in learning the material at a reasonable pace.
- ✓ A great attitude! ☺

## HOW do I Get Tutoring and WHEN can I get Tutoring?

Tutoring services are provided at no additional charge to all Monmouth College students!

Tutoring is available in TWO ways:

1. **Drop in tutoring** – these are drop in hours that are already established each week in particular subject areas. You are welcome to stop by the time and location of the tutoring as often and as long as you need. The drop in tutoring schedule is always available and posted on our website at:  
<http://www.monmouthcollege.edu/academics/support/tlc/tutoring.aspx>
2. **Appointment Tutoring** – this is tutoring that can be schedule outside of the drop in hours (if you cannot make it during that time or you need additional 1-1 help). Set up an appointment with a tutor:
  - a. Go to the website: <https://apps.monmouthcollege.edu/acad/tutor/tutsched/form1.wgx>
  - b. Select the subject area discipline that you seek tutoring in
  - c. Using the arrow buttons, select the week to begin a tutoring appointment
  - d. Using the drop-down box, select the day to begin a tutoring appointment
  - e. Find the tutor's available hours (in green) and click on the box for the date and time that you want an appointment.
  - f. Click the Reserve button at the top. You will be asked to confirm your request.  
*If you need to cancel an appointment, please go back into the link, and in the box to the right hand side, it will show your tutoring appointment. Please click on the "Cancel Reservation" button. Thank you.*

### Additional notes:

- If you need tutoring in a subject area that is not listed, please contact us via email at [tlc@monmouthcollege.edu](mailto:tlc@monmouthcollege.edu) to make this request. We will do our best to seek out a tutor for you.
- If you are not able to make an appointment with the tutor using the above method or the days/times available do not work for you, please contact via email at [tlc@monmouthcollege.edu](mailto:tlc@monmouthcollege.edu) or phone at (309) 457-2257.

### Remember:

- Tutoring is a service available to all MC students at no additional charge
- Tutoring is a way to help you become a stronger student in that subject area
- There is no shame to ask for help.
- Those who engage in tutoring say: (unedited from anonymous comments to the Fall 2011 tutoring survey)
  - *"My tutor and I work well together, and they are able to explain the work to me in a way I can understand."*
  - *"It really helped."*
  - *"I would recommend attending tutoring sessions because they are very effective. I was able to have one-on-one attention in the material that I needed help with."*
  - *"The hours are flexible and the tutor is basically a one-on-one teacher. This is something that anyone with needed help should consider."*
  - *"It is a free tool that students should use, to help them better understand the material, and it gives the professors a break at explaining things."*

**Don't Wait, Don't Hesitate, Seek Out a Tutor Today!!!**