

Peer Tutoring Program
GTCC Learning Assistance Center

TUTEE GUIDELINES

James William Hall 102
334-4822 (Greensboro), extension 2528
454-1126 (High Point), extension 2528

PURPOSE

The purpose of the tutoring program is to help students become independent and successful learners by developing strong study skills, a better understanding of course content, enhanced self-confidence, and a positive attitude toward learning.

PROCEDURES

Complete the Tutee Application Form

You may receive peer tutoring for one course. Select the course that you feel you need help in the most.

Complete the front and back of the attached Tutee Application. Include all of the information that is requested.

When completing your schedule on the backside of the application, make sure you include as much free time as you possibly can. The more time you show available, the more likely we will be able to find a tutor for you.

Write your name, GTCC ID number, course, semester and year on the attached Faculty Tutee Referral Form and take it to your instructor. In addition to having your instructor sign the form, your instructor must provide written instructions about the specific course content you need help with. Once this information is complete, return the referral form and your application to the Learning Assistance Center.

If you have not heard from the Learning Assistance Center within a week after submitting your completed Tutee Application, come to the Learning Assistance Center and inquire about the status of your application. Many times the process is slowed because of incomplete information given on the Tutee Application. If you do not contact us, we will assume you no longer need a tutor. ***It is your responsibility to come by the Learning Assistance Center to check to see if a tutor has been scheduled for you.***

We will make every effort to find a tutor for you; however, we cannot guarantee that we will be able to provide you with a tutor. Many factors influence the matching of tutors and tutees: availability of qualified tutors for the course in which you need tutoring; times tutees and tutors are available; availability of space for supervised tutoring; and other factors.

Sign in for Each Tutoring Session

At the beginning of each tutoring session, come to the Learning Assistance Center and sign in on the Sign-In Computer. Also, sign the Tutee Sign-In Book located on the tutoring table. This is very important; always sign in before you start your tutoring session.

All tutoring sessions must take place in the Learning Assistance Center unless permission is given by the tutoring coordinator to conduct sessions elsewhere on campus.

Attend All Tutoring Sessions

You are expected to attend all of your scheduled tutoring sessions. If you cannot attend or no longer need tutoring, please notify the Learning Assistance Center. You may contact the Learning Assistance Center by calling 334-4822 (Greensboro) or 454-1126 (High Point), extension 2528, or by coming to the Learning Assistance Center and leaving a message. If you must be absent from a tutoring session, in addition to contacting the Learning Assistance Center, please make every effort to inform your tutor in advance.

A tutee will be dropped from the tutoring program after being absent from two tutoring sessions.

Come Prepared

Come to your tutoring sessions prepared. Bring your course textbook and materials, completed homework and graded tests, and your questions. Your tutor will not do your assignments for you. Your tutor will explain the material and help you understand it. Also, tutoring sessions are not your homework time. Your tutor will help you to understand the course material so that you can do your homework independently.

After each tutoring session, complete the pink Tutee Daily Record sheet in your folder. This information helps the Learning Assistance Center staff know how your tutoring sessions are progressing.

Go to Class

Tutoring sessions are not substitutes for attending your classes. ***Regular class attendance is imperative.*** If you are to benefit from tutoring, you must be familiar with the material that is being covered in class. It is not the tutor's responsibility to teach the class, only to help explain concepts you are having difficulty understanding.

Communicate with Your Tutor

Keep your tutor informed about your progress. Communication is necessary to get the best results from tutoring.

Communicate with the Learning Assistance Center Staff

If you have questions, problems, or suggestions, talk with the Learning Assistance Center staff. We are here to help you.

**KEEP THESE GUIDELINES,
SO YOU CAN REFER TO THEM AS NEEDED!**

