

Davis Learning Center, WSU Davis Campus
395-3524 / 395-3539

Tutee Policies & Responsibilities

Welcome to the Davis Learning Center at the Davis Campus. The goal of our department is to promote your overall learning. Through tutorial assistance, you can become a more capable and confident student.

What Tutors CAN do:

1. Review and explain assignments.
2. Review course outlines and objectives (syllabi).
3. Clarify information presented by the instructor.
4. Help you understand the textbook and how to use it.
5. Help you identify and understand major topics.
6. Help you develop learning strategies to use in your classes.

What Tutors CANNOT do:

1. ***Work math problems for you or do your homework.***
2. ***Teach material you have not read or heard in class.***
3. ***Write speeches or term papers.***

POLICIES:

1. Read and sign ***contract*** at your first session.
2. To cancel a session, contact your tutor directly via the method agreed upon at your first tutoring session (phone or e-mail) as far in advance as possible (but **at least 24 hours in advance**). If you cannot reach your tutor directly, as a last resort, you may call the *Davis Learning Center at WSU Davis Campus* at 395-3524 or 395-3539 and leave a message.
3. Your tutoring *can* be terminated after:
 - a. Two “no-shows” or
 - b. Three cancellations.
4. ***Tutor*** cancellations will be posted on the *Davis Learning Center* message board.

REMEMBER:

Tutoring is not a substitute for class attendance and participation. You **MUST** be attending class regularly to receive tutoring.

TUTEE RESPONSIBILITIES

Before EACH Tutoring Session:

1. **Read all assigned material.**
2. **Attempt all homework assignments.** Take notes on problem areas or list questions you have. You and your tutor will work more efficiently if you are specific about your needs.
Don't come with Cold Homework!

For a Successful Tutor Session:

1. Always bring your textbook and your notes from lectures. If you are receiving tutoring in math, also bring a calculator and the problems you have attempted to solve.
2. Expect to be actively involved in working problems and discussing class material. **Your tutor will not lecture or introduce new material.**
3. Ask the tutor to re-state or re-explain anything that you did not understand. Don't fake it. This is your opportunity to become very clear about the course material.
4. Tell the tutor if he/she is moving too quickly through the material. Only you will know what the correct pace is.

Between Tutor Sessions:

1. Continue to attend **all** class sessions. This is required!
2. Continue to read, attempt to complete all assignments and write down questions that you want to discuss with your tutor.
3. Attend Supplemental Instruction sessions when available.

A Final Important Word:

Our resources are very limited! Cancellations and “no-shows” cost money and deprive other students of tutoring opportunities. If you must cancel an appointment, please contact your tutor directly via the method agreed upon at your first tutoring session (phone or e-mail) as soon as you know you can't keep your appointment, but **at least 24 hours in advance**. If you cannot reach your tutor directly, as a last resort, you may call the *Davis Learning Center* at 395-3524 or 395-3539 to cancel.

Please be considerate of your tutor and your fellow students.

Don't be a “no-show”!