

How to prepare for a tutoring session:

1. **Be Prepared for Your Tutoring Session**

Come to your tutoring session ready to make the most of your time. Bring any relevant materials, course textbooks, homework assignments, and a list of questions you have. Think about the area where you feel the most stuck in your class. The more prepared you are, the better your tutor can support you. No appointment is needed- drop by the tutoring lab at any time during opening hours 10am-5pm M-F and we will be glad to help!

2. **Prioritize Class Attendance**

Tutoring is meant to *enhance and reinforce* your classroom learning, not replace it. Attending lectures and labs is essential for success, and tutoring works best when it builds on what you've already learned in class. If you miss a class, refer to your syllabus, course materials, or textbook to catch up on what was covered. Then, follow up with your instructor during office hours to clarify any missed content. Remember, your instructors are a valuable resource for help and guidance.

3. **Review course content beforehand.**

Tutors are here to help you understand material you've already encountered and not to introduce new concepts from scratch. Take time beforehand to reflect on what you understand well about the assignment, topic, or process, and identify areas where you're struggling or would like more help. Write down as many specific questions as possible so you can address them during the session.

4. **Bring all relevant materials.**

This includes class notes, textbooks, handouts, the syllabus, homework assignments, and assignment instructions. These resources help guide the session and focus on your specific needs as a learner.

5. **Tutors support (not complete) your assignments.**

They can walk you through sample problems, review your work, discuss key concepts, and help brainstorm ideas, but they won't do your homework for you. Make sure you've attempted the work beforehand.

6. **Be respectful and professional.**

Courtesy goes both ways. Mutual respect sets the tone for a productive and positive tutoring experience. Any unprofessional behavior will not be tolerated and will result in being asked to leave the tutoring lab.

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Emmanuel College. (n.d.). *How to prepare for a tutoring session*. Emmanuel College Academic Resource Center. Retrieved August 5, 2025, from <https://www.emmanuel.edu/academics/academic-support/academic-resources/academic-resource-center/academic-assistance/peer-tutoring-study-groups/how-prepare-tutoring-session>

Georgia Highlands College. (n.d.). *Prepare Yourself for the Tutoring Session* (Module 3, Online Tutor Training). Highlands College Tutorial Center. Retrieved August 5, 2025, from <https://sites.highlands.edu/tutorial-center/tutor-resources/online-tutor-training/module-3/prepare-yourself-for-the-tutoring-session/> ghc.edu+9sites.highlands.edu+9sites.highlands.edu+9

Portland Community College. (n.d.). *Tips for success and FAQs* (Tutoring Services). Portland Community College Tutoring Services. Retrieved August 5, 2025, from <https://www.pcc.edu/tutoring/tips/>