

**To promote a productive learning environment, we respectfully ask that you:**

Collaborate with your tutor:

- Come to each session prepared with questions, books, notes, and assignment sheets.
- Do not ask your tutor to write your paper, “fix” papers for you, do your homework or submit assignments.
- Work with your tutor only on papers or sections of papers that you wrote.
- Actively participate in tutoring sessions; tutoring is a collaborative effort designed to help you develop critical skills.

Schedule mindfully:

- Schedule appointments for one hour at a time. If you would like two back-to-back appointments, we ask that you take a brief 5-10-minute break after the first session.
- Notify us if you are running late, or the session may be released to other students 15 minutes after the start time.
- Give at least 2 hours’ notice if you need to cancel or reschedule an appointment so that it will be open to other students. Sessions canceled or rescheduled without 2 hours’ notice will be counted as a no-show. After 5 no-shows, you will not be able to make appointments for the remainder of the semester. You will be able to participate in drop-in tutoring as available.

Tell us how we’re doing:

- Complete forms and surveys as requested so that we may continue to improve how we serve you.