

DOs and DON'Ts of TUTORING

ECC Learning Center, Rising Star, ARC and TRIO

Our job as tutors is to reinforce material presented by instructors in class. We do this by fostering tutees' active processing of the material, and by coaching our tutees in study methods and habits of mind that will help them succeed in school and beyond.

DO	DON'T
promote independence in learning	don't teach or lecture on class material; avoid giving and telling
personalize your interactions with tutees	don't expect everyone to respond well to one unvarying way of interacting
facilitate tutees' insights and light bulb moments	don't imagine that your own discoveries and insights will energize your tutees
make every effort to reinforce classroom methods in your tutoring	don't confuse tutees by changing, or contradicting the instructors' methods
provide a student perspective on learning and school success	don't try to function as an elevated expert
respect individual differences	don't leap to judgment the minute an action, belief, or opinion differs from your expectation
immediately go to your supervisor if you think a tutee might be struggling with a cognitive, emotional, or physical dysfunction	don't advise, counsel, or diagnose
show professionalism in your dress, integrity, speech, and time management	don't forget that you are modeling success for your tutees and building your reputation as an employee
take care to share space and resources that are used by all staff	don't treat the common workspace as your private domain
understand that making a human connection with a tutee is an essential first step in tutoring	don't form close friendships with tutees that might interfere with your professionalism or their academic progress