

How to Prepare for Your Tutoring Appointment

Students who are prepared for tutoring sessions will realize the greatest benefits of the service, and most will find that they also become better students. Ultimately, success depends not on your tutor or your instructor, but on you taking advantage of the academic support services available. In order to maximize the benefits of tutoring, there are a few basic steps students should take before attending tutoring sessions.

Attend all class meetings. Attending class provides exposure to course material. Your tutor cannot help you if you are not familiar with the material your instructor is covering. Tutors are not instructors! Tutors are very helpful in getting across ideas that you may not have understood in class. They can help with suggestions on how to study the material. Use the tutoring time for tutoring only. Don't waste it.

Know class assignments and teacher instructions. Knowing assignments and instructions gives you an idea of what you should be working on. Your notes from class are the best resource on course content and determining exactly how your instructor is prioritizing the information. Your tutor will be better able to help, and time will not be wasted determining on what you should work.

Have assignments completed and material studied before tutoring sessions. This includes reading text, reviewing class notes, preparing questions for your tutor, and doing your assignments in advance. This will help you identify the specific areas in which you need help. You will make the most of your time and your tutor's time if you have prepared in advance. This will give you the necessary foundation to talk about the material with your tutor. The more specific your purpose, the more on target a tutor can be.

Bring appropriate materials (book, paper, handouts, calculator, etc.) to tutoring sessions. Before your tutoring session, make sure you have everything you will need to cover the material with which you are seeking help. Regular review is the key to understanding course information. Know what you want to cover. Create a plan for how you want to spend the time in your tutoring session. If you take control of the session format, you will likely receive the assistance you want more quickly than if your tutor sets the agenda.

Arrive on time. You are responsible for attending all scheduled tutoring appointments (this means being on time) and when you must miss an appointment, you are responsible for contacting your tutor ahead of time. **Never** just fail to show up! Twenty-four-hour notice, when available, is requested. Confirm your next appointment at the end of each session.

If you have any questions, call the tutor coordinator at 732.987.2610 or stop by the TRIO-Student Support Services office in the Casino, Room 204.