

Tutee Guidelines

REQUIRED: Prior to receiving tutoring, the student must have met with a LEAD counselor for an academic counseling session. To meet with a LEAD counselor, click on the following link to make an appointment: <http://www.westernu.edu/lead/lead-counseling-appts/>

Each time a new course begins, students must resubmit a tutor request, and meet with a LEAD counselor. Additionally, the student must make the request for tutoring via the online TAP process: <https://www.westernu.edu/lead/lead-tutoring/>

LEAD prioritizes tutoring to the following students:

- a) Scored below passing on an exam for the requested course
- b) On Academic Probation

1. Tutoring is a privilege, not a right.

- a. As such, tutoring privileges can be revoked at any time by LEAD if the student is found in violation of the Tutee Guidelines, or engages in unprofessional or unethical behavior.
- b. Tutoring is prioritized for students who are in danger of not passing a course, not for students who want it for a better grade for linkage, ranking, or honors purposes. Misleading information can result in loss of eligibility as well as referral to college administration for unprofessional behavior.
- c. All students are encouraged to discuss their academic concerns with LEAD counselors, their Faculty Mentor, and/or the Course Instructor.
- d. Students receiving tutoring are required to return to LEAD to discuss academic progress and strengthen their academic skills. As a result, as the academic year progresses, most students will need fewer tutoring hours as they develop and practice good study skills.

2. Tutees are expected to maintain professional behavior; this includes:

- a. Arriving on time.
- b. Allowing all group members equal opportunity to participate.
- c. Allowing the tutor to facilitate the process.

- d. Responding in a timely manner to all LEAD/ tutor communications.
 - e. Attending only their assigned tutoring group sessions.
3. Tutors are not teachers
- a. Tutors are not expected to teach content, but rather answer any unclear concepts or questions students may have after studying independently.
 - b. Tutees are expected to understand the difference between an issue in content understanding and a learning issue.
4. Tutees must be prepared for their tutoring sessions, by:
- a. Completing all necessary readings.
 - b. Completing any pre-work as requested by the tutor.
 - c. Coming to the tutoring session with specific content questions.
 - d. If tutees are unprepared, the tutor has the right, and authority, to cancel the tutoring session.
5. Individual Tutoring
- a. LEAD does not offer this accommodation.
 - b. All one-on-one requests will be satisfied by the requiring party.
6. Tutor availability
- a. Tutors will work with LEAD to determine tutoring session date, time, and location.
 - b. Tutoring groups can range from 8-15 students.
 - c. Tutors are limited to working 16 hours per month.