

Tutor and Student Tutoring Session Expectations (a/o 8/6/26)

Students Should Know:

- If you have a good reason for missing your tutoring session, you need to email/text your tutor at least one hour before the appointment.
- If you miss two consecutive tutoring sessions without an excused reason, you will need to make an appointment with Tutoring Director, tutoring@PennWest.edu, before resuming tutoring with your tutor.
- Students are expected to do their own homework and edits, since tutors are only facilitators.
- If meeting virtually, students need to have a computer/laptop with a camera when meeting, and the camera needs to be on during the entire tutoring session. Students may use a cell phone as a last resort.
- Students need to actively participate in the tutoring session.
- Tutors help you review content and guide you through your assignments.
- Tutors offer positive criticism to help students improve their learning strategies.
- The tutors are not experts on the subject, but they took the course, earned excellent grades, and the professors recommended them.
- Peer Tutors are ready to help:
 - Review and clarify concepts
 - Assist with exam preparation
 - Help with study skills (Time Management, Note Taking, Study Skills, and Test Taking)

Students are Expected to:

- Come to tutorial sessions on time and meet weekly throughout the semester.
- Come to tutorials sessions prepared with all relevant course materials, having attended class, read the chapter referent to the content to be overviewed with a tutor, attempted assignments, and bring questions for the tutor.
- If you miss a class, you first must contact your professor to go over the missed material. Then, let your tutor know that you are ready to resume a tutoring session.
- Read all material related to the topic to be reviewed before the appointment with your tutor.
- Be receptive to constructive criticism and be willing to change your study habits.
- Please let the tutor know or the Tutoring Center Director, (tutoring@PennWest.edu), if you no longer want to continue with the tutoring sessions.

I have read and understood the peer tutoring session expectations. Date: _____

Student's signature _____ Print name _____

Tutor's signature _____ Print name _____

The tutor will drop off this form at the Tutoring Center OR email Tutoring Director the student's name and the class for which the student is reviewing content with you and stating that you have read the expectation with your student. No need for signatures if you email the information. This form is also available online.