



AMERICAN UNIVERSITY

W A S H I N G T O N , D C

## **Math & Stats Program, Student Academic Services**

### **Drop-In Tutoring Policy**

1. Students must sign-in and sign-out when they arrive and leave drop-in tutoring.
2. Students must come to tutoring prepared with lecture notes, assignments, textbooks, computers, and any necessary tools to receive assistance.
3. Do as much of your work as you can before arriving to tutoring sessions.
4. Students should review assignments, clarify concepts that are confusing, coordinate when assignments are due and develop timelines to complete their work successfully.
5. Explore drop-in hours to find a time that works best for you and your schedule.
6. Come ready to work. Turn off or silence your cell phone.
7. Do not eat in the Don Myers tutoring rooms.
8. Leave enough time to get help and learn. Come to tutoring when you will have enough time to use the information from your Tutor to make your work better.
9. Students will be an active participant in tutoring. Tutors will not do your work for you or give you answers.
10. Ask questions and listen to suggestions. Be patient and considerate with regards to yourself, fellow students, and your Tutors.
11. Tutors are not to work on homework that will be turned in for a grade or take-home exams. Tutors are to provide similar problems as examples but are not to assist on solving work to be graded.
12. Disrespectful behavior towards Tutors, fellow students, and staff will not be tolerated. If reported, you will be asked to meet with Student Academic Services staff.
13. Students are expected to follow the AU Student Conduct Code in tutoring sessions and in all Student Academic Services.