



STUDENT SUCCESS CENTER

TUTORING DO'S & DON'TS

Tutors Do

- Listen to ideas and answer questions
- Ask questions to help students clarify and focus their thoughts about a paper
- Explain rules of grammar, punctuation, and usage and work on practice exercises with students
- Ask questions about sentences and paragraphs to help students recognize and correct their own errors
- Demonstrate techniques students can use to edit their own papers
- Give honest, but supportive feedback about their papers
- Suggest, demonstrate, or model practices that improve reading and writing
- Encourage students to take responsibility for their own work
- Show students how to get the most out of their textbooks and introduce students to other resources including websites, student solution manuals, and handouts
- Outline steps in solving problems
- Help students learn to use the word processor to type and revise their papers
- Show students how to brainstorm, narrow a topic, and organize their mechanics

Tutors Don't

- Serve as a copy editor for students
- Rewrite sentences in students' papers
- Tell students what readings mean
- Introduce tutor's ideas into students' papers
- Complete students' work for them
- Provide answers to all math problems
- Assist with tests and final exams
- Predict students' grades on assignments
- Encourage or support criticism of instructors, assignments, or textbooks
- Allow students to access solution manuals without assistance