

LEARNING LAB

GROUP TUTORING

SISSON HALL

~ HOW TO GET THE MOST OUT OF TUTORING ~

Congratulations! You have taken the first step towards greater mastery of the content of your courses, *and better grades!* From experience, we know that you will benefit the most from tutoring if you follow these simple guidelines:

When in Doubt, Reach Out!!

1. COMMUNICATE WITH YOUR TUTOR FREQUENTLY.

- Let your tutor know what you want to cover in session at least 2 days in advance.
- Report the need to miss a section ahead of time.
- Communicate regularly with your tutor by e-mail or phone. Ask them which they prefer.
- If your tutor fails to show up for a scheduled session, contact the Academic Support Coordinator immediately. Your tutor may have had a last minute emergency and left a message.

2. GO TO CLASS AND MEET WITH YOUR TUTOR REGULARLY.

- It is much more effective to learn new material a bit at a time and to review it regularly, rather than try to cram it all in at the last minute.
- Attend every class session and every tutoring session. If you do not attend class you may jeopardize your spot in the tutoring group.

3. TAKE ADVANTAGE OF EVERY MINUTE OF EVERY SESSION.

- If you have no questions on the current material, use the time to review and practice current and previously covered material. Many professors give cumulative finals which will be easier to prepare for if you keep reviewing the older material.

4. CHECK YOUR POTSDAM EMAIL ACCOUNT FREQUENTLY.

- Check your **BearMail** account regularly even if you have a personal email account. Your tutor, the Learning Lab, and other campus offices will use this account to reach you.

5. TUTORING IS A TEAM EFFORT!!!!

- You, your tutor, and your professor are all on the same team. Your tutor will meet with your professor regularly, and you should too.
- Your tutor and professor will help you, support you, and answer your questions, but nobody can learn the material for you. (Reminder: Your tutor will NOT do your work for you.)

If you have any questions, concerns, or problems with your tutor, don't hesitate to contact the Academic Support Coordinator. The sooner I know of your concerns, the sooner I can address them.

Best wishes for a *successful* semester,

Sarah Elliott
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Yeah, Team!!!