Learning Center
Tutor-Student Responsibilities

WELCOME TO PEER TUTORING AT THE LEARNING CENTER
To help you us all work better together, we have developed a list of student and tutor responsibilities at the Learning Center. We agree that the following will make the tutor-student relationship more effective, collaborative and ultimately we will all learn more from one another if we follow the guidelines as stated below.

TUTOR RESPONSIBILITIES: As your tutor, I will...

- Do my best to present clear, comprehensive information and help with your questions to the best of my ability
- Be respectful, courteous and have a professional, positive attitude at all times
- Be aware of differences in learning styles and use various modes and explanations to work through problems
- Be knowledgeable of other campus resources that may be useful and refer you to them as appropriate
- Keep your information confidential
- Continue to learn my subject so that I may better work with you
- Treat you as an individual, paying attention to your particular needs
- Come to work on time during my stated hours on the tutoring schedule
- Promote your ability to learn by suggesting skills that will assist you in solving problems autonomously
- Respect your differences, attitudes, beliefs and opinions even if they may differ from my own and practice kindness

STUDENT RESPONSIBILITIES: When I come for a tutoring session, I will...

- Be prepared, having done or earnestly attempted my homework in advance
- Have my questions written down and goals in mind for my tutoring session
- Bring my textbook, calculator, pen, pencil or other necessary materials to my tutoring session
GENERAL GUIDELINES FOR TUTORING:

- Tutors will not do your homework for you.
- Check in with the front counter providing your student ID.
- If there are no students waiting, you will be directed to the tutor directly.
- If the tutor is already in a session, you will be directed to have a seat and wait. Tutoring sessions are limited to 20 minutes when the Center is busy.
- Take-home exams or assignments that receive a grade may not be completed with the assistance of tutors. Please ask the tutor if you are unsure if it is appropriate to ask for help on an exam or assignment.
- Be aware of the PSU Student Conduct Code and the rules of academic integrity at PSU (http://www.pdx.edu/dos/codeofconduct)
- If you have concerns about a tutor or a policy at the Learning Center, please contact Liane O’Banion, Assistant Director, at obaniol@pdx.edu.

“Tell me and I forget. Teach me and I remember. Involve me and I learn.”

- Benjamin Franklin