

Terms of Tutoring Services

Thank you for your interest in utilizing Odessa College Tutoring Services! Please keep the following in mind while utilizing our services.

Tutors expect that you will...

- Come prepared with all necessary materials (i.e. class notes, assignment guidelines, textbooks, writing drafts, flash drive, calculator, etc.).
- Be an active participant in the tutoring session.
- Be as specific as possible about what you are hoping to achieve in the tutoring session. Ask questions and listen to suggestions.
- Rely on your knowledge and understanding of the material to complete assignments without the use of plagiarism or cheating in any form.
- Attempt your homework on your own before bringing it to a tutor to help; a tutor cannot do your work for you.
- Be patient and considerate as we continue to partially operate under a virtual environment. Make sure to email us at LRCtutoring@odessa.edu or your tutor if you have problems accessing the meeting.
- Only schedule a meeting you know you can attend and be punctual. Reschedule or cancel your appointment if you cannot attend, or notify your tutor or the LRC as soon as possible before the session is scheduled to begin.
- Understand that guests are allowed to accompany a student to a tutoring session, but tutoring interactions will be **strictly** with the student.
- Not schedule a tutoring appointment when you are supposed to be in class. We cannot assist students during their class time.
- Comply with the Odessa College Student Code of Conduct.

Students can expect that tutors will...

- Be punctual, supportive, and professional.
- Answer questions to the best of their abilities.
- Work **WITH** you but not **FOR** you (any form of bribery is completely unacceptable).
- Be knowledgeable about other available resources to assist you.
- Set clear expectations about the session and encourage you to be an independent learner.
- Offer a positive attitude and be respectful of your diverse perspective and learning style.
- **NOT** correct your homework, projects, take-home exams, or math labs. They will provide useful comments and suggestions to help foster independent learning.
- **NOT** try to predict what your grade will be on your assignments and cannot speak for your instructor. Please ask your instructor for any clarification on an assignment or a grade.

We are here to support you in your educational endeavors in any way possible. Please email the Director of Instructional Support, Jennifer Bernal at jbernal@odessa.edu, if you have any questions or concerns.