



**NAZARETH COLLEGE**

# Tutoring @ Naz Client Guidelines

## Tutoring @ Naz Program Overview

Tutoring @ Naz operates out of the Office of Student Success and offers Peer Tutors to current students who request tutoring in any course except for Math, English, Philosophy and Foreign Language. In a circumstance where these resources on campus do not meet the needs of the individual student a tutor can be provided.

Both individual and group (learning lab) tutoring are available. The format of the tutoring depends on the demand for tutoring in a particular content area. If there are many students seeking support in a specific course, a learning lab will be set up to meet the high level of need with the limited number of tutors available. Tutoring is FREE for all Nazareth College students.

**Tutoring is a supplemental resource; all students should first utilize class time, professor office hours and any department workshops or review sessions before seeking a tutor.**

## How do I get paired with a tutor?

- Submit a "Request for Tutoring" at [www.naz.edu/tutoring](http://www.naz.edu/tutoring)
- We check our database for a trained and recommended tutor.
  - If one is available: Your information is sent to the tutor and they will reach out to you to schedule a meeting. This may take up to two weeks.
  - If one is not available: We search to find one and provide the required training. Finding a tutor is not guaranteed and may take several weeks.

## How often do I meet with a tutor?

- Minimum of 1 hour/week
  - Individual tutoring is limited to up to 2 hours per week.
  - Students in Learning Labs are required to attend at least 1 session each week, but have the option of attending more hours than individual tutoring sessions.

## Where do I meet my tutor?

- On campus in an academic setting. **Never** in a residence hall or a public lounge.

## What if I can't make a tutoring session or if I am late?

- You are expected to notify your tutor 24 hours in advance if you cannot make a scheduled tutoring session
- Being late or skipping sessions can result in the revocation of your tutoring privileges.
  - If you are having trouble making it to tutoring sessions it is expected that **you will communicate with your tutor** about your issue.

## What do I bring to the sessions?

- Be Prepared: Bring everything
  - Class notes, textbooks, handouts, etc.
- Have questions prepared for your tutor.
  - The role of the tutor is to assist in your learning, **not** to teach the material.
  - Tutors aid in the comprehension of course material and are not replacements for going to class.
  - Tutors **WILL NOT** sit and do your homework with you or for you.
- An open, engaged mind willing to work.

**What if I have concerns about my tutor?**

- Talk to your tutor first. Your tutor is growing and learning too, and they are open to hearing your concerns.
- Send an email to [tutoring@mail.naz.edu](mailto:tutoring@mail.naz.edu) and express your concern.
- Stop by OSS and talk with the staff. We want to see tutoring be a beneficial experience for you.

**Are there other resources available on campus?**

- Your instructor is always your best class resource.
- Nazareth College also offers a variety of free academic support services o Logic Lab o Math Center o Writing Center o Emerson Language Lab

**Your tutor is not responsible for your grades. The tutor can be a great resource for you to gain a better understanding of the course material and to work on academic skills, but you are responsible for all of your work. The overall goal of tutoring is to make YOU an independent and self-sufficient learner.**

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**Questions / Comments Concerns:**

**Office of Student Success • Smyth Hall 25 • 585-389-2800 • [tutoring@mail.naz.edu](mailto:tutoring@mail.naz.edu) • [www.naz.edu/tutoring](http://www.naz.edu/tutoring)**