
Columbia College Chicago Academic Center for Tutoring

TUTORING RESPONSIBILITIES FORM

Academic Center for Tutoring (ACT) sessions are student-centered. What you bring to the session determines the content and format of the session. Sessions are not a study hall, a place to take tests or quizzes, a proofreading service, nor a place to type and print papers – it is a place to work one-on-one with experienced tutors on your academic assignments. The purpose is not to create perfect work, but to support and assist you in becoming a resourceful and confident student.

General Information:

- Tutoring sessions are available on a weekly recurring basis, as a one-time advanced appointment, or students may drop-in. *Advanced appointments are always recommended.*
- Appointments can be made at the front desk (33 E. Ida B. Wells, first floor), over the phone at **312-369-8130**, by email at tutoring@colum.edu, or online through your MyColumbia account. *Weekly appointments are available by scheduling with the front desk staff only.*
- If you come in more than 15 minutes late, your tutor may have been given another student. If this is the case, you will have the opportunity to work with another tutor if there is one available.
- If you need to miss an appointment, it is essential that you cancel it in advance online through your MyColumbia account, or call 312-369-8130.
- Cancelling two weekly or advanced appointments will remove you from the ACT appointment schedule. Not showing for an appointment one time has the same consequence. You may then attend on a drop-in basis only; drop-ins are not guaranteed. You may otherwise speak with an ACT administrator to reinstate you on the appointment schedule.
- Appointments are limited to three sessions per week, per subject.
- Back-to-back appointments (two or more in a row) require the Director's approval.
- If you come to a session unprepared without something to work on, tutors reserve the right to terminate that session. Required sessions will be regarded as an absence in this scenario.
- Tutors cannot / will not assist students with tests or quizzes under any circumstances. Test proctoring is not accommodated in the ACT.
- Cubicles are for the use of one-on-one tutoring sessions only. The bathrooms and water cooler are in the back of the ACT, just past the tutor break room. The break room is intended for the use of tutoring staff. There are open "hang out" spaces on the 3rd and 5th floor of the building equipped with vending, study rooms, etc.
- Cell phone calls should only be taken outside of the ACT.
- If anything is unclear, or if you have any sort of feedback to share on your experience in the ACT you can do so via periodic online surveys that are sent out, or contact one of the ACT administrators.

The Role of a Tutor in Sessions:

Tutoring sessions provide you with the opportunity to meet with a qualified tutor who will assist you in your efforts to improve your academic skills. Tutors do not proofread, edit, nor correct your assignments; they do, however, listen, question, comment, provide feedback, share experiences and knowledge, and make suggestions to help you learn to recognize strengths and weaknesses in your work. Tutors work with a wide range of skill levels, tailoring each session to the individual student's needs. At the conclusion of each session, tutors send a summary of the session to you and your instructor upon your request.

Your Role as a Student in Tutorial Sessions:

You come prepared with the books and assignments you want to work on for each 50-minute session. There should be some attempt at completing the assignment ahead of the session. You are an active participant in the tutorial – you ask questions, draw on the tutor's experience and knowledge, make suggestions, act on suggestions, and take a sincere interest in your work and in improving your academics. You determine the content and format of the tutorial by the ideas and work you bring into the session. Students are expected to put forth effort and maintain consistent attendance after booking appointments or while enrolled in weekly sessions. Cancelling more than two appointments, or not showing up once, results in only being able to attend sessions on a drop-in basis. Drop-in appointments are not guaranteed.

Required Tutorials:

- Check with your instructor to see how many tutorial sessions they require for the class.
- If you drop or withdraw from a class that requires you to attend the ACT, cancel your standing weekly appointment online through your MyColumbia account, or call the front desk at 312-369-8130.
- Tutors will send session summaries to you and your instructor after each appointment. Communication and cooperation between instructors, students, and tutors is vital to a successful learning experience.
- Two cancellations or one no-show will result in the removal of your standing weekly appointment for the schedule. You may attend on a drop-in basis, which are not guaranteed.

Non-Required Tutorials:

- Students who attend sessions that are not required by their instructor should follow the same general guidelines regarding effort and attendance as stated above.
- You may request that your tutor send a session summary to your instructor. Communication and cooperation between instructors, students, and tutors is vital to a successful learning experience.
- If you cancel two scheduled appointments or do not show up once for any reason, you will only be allowed to attend sessions on a drop-in basis. Drop-in appointments are not guaranteed.