

Tips for Tutoring Success & Expectations

Get the most out of your tutoring sessions...

- **Register for tutoring and select your appointment(s)** – ISC staff will be happy to assist you with this process. Know the name of your course and instructor.
- **Recurring Weekly Appointments** – Contact Rose Lynch (lynchr@warren.edu) to schedule. Sessions are currently **limited to 1 hour per week, per subject**. Additional time may be requested and honored, if the resources are available to do so.
- **Be On Time** - Sessions **will not** be extended due to tardiness.
- **Identify Your Goal** – Tell your tutor what you’d like to achieve by the end of your session.
- **Be Prepared** – Bring course syllabus, textbooks and any other reference material (i.e. assignment instructions) necessary for providing your tutor with a clear understanding of the task-at-hand.
- **Avoid Plagiarism** – Tutors will lead you to proper citation guides and rules, but it is up to you to ensure that the work you submit to your professor *is your own*. (See Plagiarism video)
- **Be Respectful of Others’ Time** – The ISC staff is happy to help you! Please let us know if you cannot make an appointment, so that your tutor is not waiting for a student who cannot attend.
- **To Cancel Appointments** – Log into the tutoring calendar; Click on your appointment (highlighted in yellow); Scroll down to the bottom of the appointment display; Click on the **Cancel Appointment** tab; Click **OK** to confirm the cancellation. You may also call at (908) 835-2354 or email Rose Lynch (lynchr@warren.edu) or the ISC (wccisc@warren.edu), to cancel an appointment. This will open the appointment availability for another student to book a needed session.
- **“No Call/No Show” Policy** (Modified due to our current remote situation) - For recurring scheduled appointments, upon the second “No Call/No Show” (a.k.a. missed appointment) or excessive (3) cancellations, Rose Lynch will contact you to determine a more convenient time for your appointments, as it will be assumed that your current tutoring schedule no longer works for you.
- **Be Mindful of Your Surroundings During Online Sessions** – Remember that **your tutor will be able to see you**. Be sure to inform other members of your household when you are engaged in your Virtual Face-to-Face Online tutoring sessions, to limit interruptions or potentially avoid embarrassing situations.
- **Stay Calm** – If you feel anxious, frustrated or overwhelmed during your session, ask to take a break. Please refrain from using profanity.*
- **Understand Your Tutor’s Role** –Tutors will attempt to bridge the gap in your understanding of course material, provide additional guidance & support. They **will not do your** work for you!
- **Don’t Hesitate to Ask Questions** – We are here to help you succeed! 😊

***Misconduct** - Unacceptable behavior or language will not be tolerated in the ISC. Students being disrespectful will be subject to disciplinary action as per the Codes of Conduct indicated in the WCCC Student Handbook.



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