

# GateWay Community College Learning Center

## Tutoring Expectations

- Attend the class (if applicable), watch any videos, complete reading assignments, and have questions ready. Attempt to complete assignments prior to tutoring.
- Have all necessary books, assignments, handouts, rubrics, notes, calculators, etc. when coming to the Learning Center or joining the Google Meet room.
- Be reliable and punctual for scheduled sessions.
- For virtual sessions, log into the Google Meet room in advance to make sure that it loads properly on the computer. Ensure the audio and video capability works. (For help, please call (602)286-8800.)
- Cancel appointments at least 2 hours in advance by calling (602)286-8800 or emailing [lctutoring@gatewaycc.edu](mailto:lctutoring@gatewaycc.edu). Two late cancellations, late arrivals (15 minutes or more), or no shows may result in termination of the tutoring service.
- Eagerly participate in the session by attempting problems, taking notes, asking or posting questions, and making reasonable comments. For virtual sessions, utilize the tools of the Google Meet platform in order to fully participate and communicate.
- Adhere to Maricopa's academic standards of integrity for academic work. Avoid plagiarism. Do not ask the tutor to answer test/quiz questions while taking an exam/quiz, as this is considered cheating.
- Act respectfully during the sessions through spoken and written language. For virtual appointments, this includes minimizing any background noise that might disturb the session. Give full attention to the tutor during the session. Do not use profanity during the tutoring session.
- Understand and respect the tutor's role:
  - The tutor is NOT a teacher. It is NOT the tutor's job to re-lecture, summarize the textbook, give answers, do the homework, help with tests,

quizzes, or diagnostic assignments, or estimate the grade value of any assignment.

- The tutor will provide assistance in learning content areas and the application of necessary skills, such as time management, textbook reading, note taking test preparation, test taking, and problem solving.

**Violation of any of the above expectations may result in any of the following:**

- **Warning (verbal or email)**
- **Suspension of tutoring privileges**
- **Termination of tutoring privileges.**