

**Instructions:**

1. Please read the list of suggestions that your colleagues gave on the surveys and put a checkmark in the left column next to the three most important issues to communicate to students.

2. How can any or all of these suggestions be communicated so that students won't be overwhelmed, and will still feel that they can go for tutoring even if they don't do them? In other words, what is the right time, place, context, and method for communicating these points?

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<b>Check the Top 3:</b>	<b>Tips for Students: Get the Most From Your Tutoring Session</b>
	<b>In advance, before coming to the session:</b> 1. Ask questions about your assignment to the professor when it is given (such questions should not be directed to tutors).
	2. Read the source material you are meant to incorporate into your writing for the assignment.
	3. Try to proofread your own writing.
	<b>Bring to the session (these are not required, but all of them are useful):</b> 1. Bring a description of the assignment as given by the professor (or have web access).
	2. Bring a copy of the rubric or any grading criteria (or have web access).
	3. Bring the materials that the assignment will be based on (such as the source material you are responding to).
	4. Bring a draft of your work in progress.
	5. Try to have already incorporated any feedback from their professor into your draft. Then we can help you take it to the next step.
	6. Bring any notes you already have: a. Lecture notes regarding the topic / lesson b. Outline or other plans for your paper.
	7. Bring your book for the course.
	<b>Have specific questions or a problem to solve in the session:</b> 1. Questions about the source material. (Read it in advance, so you'll be ready to talk about it at the tutoring session.)
	2. Questions about aspects of your work. (For example: Is the thesis clear? How can I better organize my argument so it makes sense?)
	<b>What to Expect From a Tutoring Session:</b> 1. Plan to do more work on your paper after the tutoring session ends. We'll help you plan and organize and get over lots of hurdles, but your paper won't be finished at the end of the session.
	2. Receive assistance on academic work. Other types of issues should be resolved with faculty or brought up with the Welcome Center on the 2 <sup>nd</sup> floor.
	3. Do proofreading and spell checking on your own, outside of the tutoring session.