

# THE TUTORING & WRITING CENTER

## Policies & Expectations



### GENERAL POLICIES

- The Tutoring Center will recognize all NCC policies as they apply to students, tutors and faculty members
- All tutoring services must be completed on campus
- Drop-in tutoring is done on a first come, first serve basis
- All complaints regarding the tutoring services will be taken seriously and thoroughly investigated
- Current semester needs and the budget will dictate the subjects offered for which tutoring will be offered.

### TUTOR RESPONSIBILITIES

The NCC tutor's role is to supplement classroom instruction but not to complete the students' work, writing and/or examinations for them.

The responsibilities of a tutor are to:

- Treat students respectfully
- Uphold confidentiality of each student
- Arrive on time for schedule tutoring sessions
- Remind each student to come prepared with notes, textbook, and questions
- Encourage the student to seek additional assistance from his/her instructor
- Explain study skills relevant to the subject matter
- Clarify concepts using textbook examples
- Maintain accurate records for each tutoring session

### STUDENT-TUTEE RESPONSIBILITIES

The responsibilities of NCC student-tutee are to:

- Treat tutors respectfully
- Maintain regular class attendance in subject area that is being tutored
- Contact the course instructor for additional assistance
- Complete their work to the best of their ability by utilizing class notes, textbook, videos and other resources prior to tutoring