UNLV | ACADEMIC SUCCESS CENTER

Tutoring Agreement for Drop-In Labs

Drop-In tutoring is an opportunity for students who have questions about certain parts of their coursework or need clarification on certain topics to seek help from peers that have successfully mastered the course materials. It is open to any undergraduate students currently taking courses from UNLV, and students are generally helped on a first-come, first-served basis. Students must be enrolled in the UNLV course they are seeking tutoring support for.

What can I expect?

- Tutors are not responsible for teaching students material if the students have missed class or have not kept up with their homework. Study extensively on your own before and after using the service to make the most of your time spent in tutoring. We can explain it to you, but we can't understand it for you!
- When you visit the Drop-In labs on campus, you will need to sign in at the front desk and present your RebelCard. The Front Desk Leader will direct you to your subject area. Sit where they suggest so the right tutors can know who to help.
- Bring notes, textbooks, basically anything you normally use to study on your own. Some materials, such as pencils, markers, laptops and calculators are available for check out for students who present their RebelCard.
- Patience is key! The tutoring center is often very busy, so plan on working on homework or studying on your own while waiting for a tutor to assist you. This will help you be productive and identify areas that you might be struggling on. When you need help, raise your hand so the tutors who are floating around can acknowledge your request.
- Do not expect your tutor to hand out answers to questions. One of the main goals of Drop-In Tutoring is to build your ability as a student to study and succeed independently, and as a result, it should not be used as a resource to complete homework or study for tests/quizzes at the last minute. In addition, tutors will not be able to help you with take-home exams, online quizzes, etc. (depending on your specific instructor's policies)
- The drop-in lab is a great place to meet people that are in your class and work with each other! Working together is encouraged and can help to reinforce the concepts you learned in lecture.
- Students who remain in the lab without actively utilizing tutoring services (especially for 2 or more hours) will kindly be asked to leave. This will help create space for students actively seeking tutoring assistance. If inactive students have additional questions later, they are encouraged to revisit the lab and check in once more.

If you want to know how to get the most out of ASC Tutoring Services, do not be afraid to ask us! We are here to help you in a subject and as a student as a whole.

CONTACT THE ACADEMIC SUCCESS CENTER FOR MORE INFORMATION ON OTHER LEARNING SUPPORT SERVICES

A schedule with available courses is listed at http://www.unlv.edu/asc/tutoring

FOR ANY QUESTIONS FEEL FREE TO CONTACT US

Website: http://www.unlv.edu/asc/tutoring
General Subjects Lab Email: tutoring@unlv.edu General
Subjects Lab Phone:(702)895-3199
Engineering Lab Email: engtutoring@unlv.edu
Engineering Lab Phone: (702)895-2190

http://www.facebook.com/unlvasc
http://www.instagram.com/unlv_asc/
http://www.x.com/UNLV_ASC
http://www.youtube.com/UNLVAcademicSuccessCenter

Section 1: ROLES and RESPONSIBILITIES

Tutor Role

The role of the tutor is to uphold the mission of the ASC by providing insight into the concepts covered in class, guiding to methods conducive to academic success, creating an engaging learning process and reinforcing learning objectives for every student who utilizes tutorial services. Over the employment period, tutors should strive to employ "best practices" and continually learn more effective ways to assist students in the learning process.

TUTOR RESPONSIBILITY

- Be timely.
- Be prepared – review the course material, know what is coming on the horizon,
- DO NOT do a student's homework this includes online homework and take-home exams/quizzes.
- Use proper questioning skills to determine a student's knowledge base.
- Be willing to help students of all academic levels and understanding in the course.
- Actively engage the student in the tutoring process so they may learn.
- Act primarily as a facilitator and evaluator of learning rather than just a source of information.
- Do not take on the role of professor – supplement students' in class learning.
- Tutors must enroll in and complete at least 6 credits and achieve at least a 2.75 for each semester. If the minimum required GPA is not met, the staff member will be put on "probationary" status and must demonstrate academic improvement in the following semester, or be subject to termination.
- All staff is to check-in/out with the FDL staff at the start/during/end of shift.

STUDENT RESPONSIBILITY

- Attend class. Students are not allowed to utilize tutoring during scheduled class times.
- Bring your textbook, notes, and any other relevant resources to the tutoring session.
- A valid Rebel Card must be presented to receive tutoring in the labs
    - If the student does not present a Rebel Card, they may access the Tutoring labs if they provide a valid picture ID as well as their NSHE#. This option is available no more than 5 times during a semester.
- Come to tutoring prepared with questions and concerns to help guide the tutor.
- Be willing to actively participate in the tutoring/learning process by showing work, answering questions or even helping other students understand material that was just covered.
- Tutoring is provided on a first come, first served basis – if a lot of assistance is required then plan accordingly. Be aware that tutors are facilitators of student learning, they do not just answer questions, but try to engage students in active learning.
- Students must be actively utilizing tutoring services while checked into the lab. Students who are using the space to socialize will kindly be asked to leave.

NOTE: Additional Policies and procedures pertaining to the Respectful Use of Tutoring Space are posted in all locations as well as at http://www.unlv.edu/asc/tutoring, and should be adhered to accordingly.