

Tutor Classroom Visits

If the instructor consents to have you visit the class(es) to explain the Tutoring and Academic Support Center, arrange a mutually convenient time to do so. Below are the key things you should convey to the students—in your own words, in your own style. Take some bookmarks and pencils along to hand out or leave near the door.

- **Introduce yourself by name and as a tutor for _____ course(s).**
- **Tell the class you want to tell them briefly about tutoring.**
- **Mention these points:**
 1. All tutors are students
 2. They have been endorsed by the faculty as qualified in the course material and trained in tutorial skills.
 3. Tutoring is free!
 4. If you wish to see a tutor by appointment, call, come by, or visit us online to schedule an appointment. All appointments must be made at least 24 hours in advance.
 5. We all need help sometimes. We all have different strengths and weaknesses. You don't need to be failing to need tutoring.

Some ways in which we can help you:

- if you're having trouble understanding something in the course
 - if your study skills need polishing
 - if you want to improve your grades
 - if you need help preparing for a test
6. We want to help. That's what we're here for—so don't hesitate to get tutoring if you need it. And don't wait until it's late in the semester—come in as soon as there's a problem.
 7. If you've had tutoring yourself, tell the class this, and that you once sat where they are now and had problems yourself.

This seems like a lot to cover, but if you rehearse it you'll be able to do it in 5 minutes. Don't take any more of the class time than that.