

DESIGN OF THE
TUTORIAL PROGRAM

- ❖ Every student is able to participate in the program. Just complete an application.
- ❖ Assignments are made on a first come first serve basis. **SO APPLY EARLY!!!!**
- ❖ Assignments will be made within one week (7 days) of the application submission.
- ❖ Each tutee will be contacted by their tutor.
- ❖ Tutees and Tutors are required to be on time and prepared for each tutorial session.

DEADLINES AND
IMPORTANT DATES

- ❖ **Applications to the tutoring program will be accepted from Wednesday, August 19, 2009 to Friday, October 9, 2009.**
- ❖ **Tutoring will begin on Monday, August 31, 2009.**
- ❖ **Tutoring will end on Tuesday, December 1, 2009.**



**Academic Support Unit
1800 Melrose Avenue
Room 201
Knoxville, TN 37996**

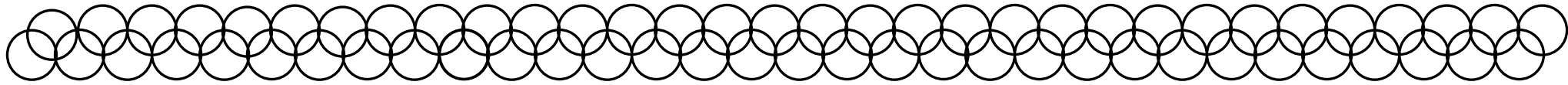
**Phone (865) 974-3762
Fax (865) 974-0888
asu@utk.edu**

Academic Support Unit

Tutorial Program



TUTOR/TUTEE GUIDELINES AND INFORMATION



TUTOR/TUTEE CONTRACT

1. I will be on time and prepared for each tutoring session.
2. If I plan to be late or absent to a tutoring session, I will contact the ASU office **asu@utk.edu** office as well as my tutor.
3. I will inform my tutor of all tests, assignments, and projects. (Ex: Give your tutor a copy of the syllabus)
4. If I fail to attend two consecutive sessions or three sessions throughout the semester, my involvement with the tutoring program may be terminated.

Tutee Signature

Tutor Signature

TUTOR EXPECTATIONS

We expect each tutee to be fully engaged in the tutoring process. Your tutors are here to help. The tutors will answer your questions about your course. Tutors are not allowed to complete homework or assignments for you. If you have any concerns about your tutor please contact the ASU Coordinator, Brooke Hyman at asu@utk.edu.

WORKING WELL WITH YOUR TUTOR

The Tutorial Program is a valuable resource for students but it requires students to be responsible and dependable.

Please talk to your tutor about your strengths and weaknesses in your course. Bring questions to each tutoring session and the appropriate materials including your textbook. Ask questions and participate in the tutoring sessions, feel free to ask your tutor to slow down if you are having trouble grasping a particular concept.

COMMUNICATION

It is imperative that the lines of communication are open. Once the tutoring assignments have been made, you will receive an email from ASU and your tutor will also contact you to arrange the first tutoring session. Failure to respond to your tutor will result in removal from the tutoring program.

The Tutorial Program can only serve a limited number of students each semester and many students are placed on a waitlist. Gaps in communication can lead to missed sessions and subsequent dismissal from the program to accommodate students on the waitlist for a tutor.

If for any reason you are unable to attend a session and cannot reach your tutor please call or email the ASU office.

COMPLAINTS SUGGESTIONS

If you have any issues that cannot be addressed by your tutor please contact the ASU Coordinator Brooke Hyman at asu@utk.edu.

There will also be a comment box located outside of the Academic Support Office Room 201. It will be checked once a week throughout the semester.

ADDITIONAL INFORMATION

Additional information and General FAQ's can be found at <http://omsa.utk.edu>.

There is also information and links regarding additional tutoring services offered at the University of Tennessee.

Please feel free to come by the Academic Support Office if you have any question.

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