



Tutoring at IVC comes with specific guidelines and expectations to ensure the success of both the tutors and the students. These guidelines are put in place to create a supportive learning environment.

Respect and Professionalism: Tutors and students are expected to treat each other with respect and professionalism. This includes being punctual, courteous, and maintaining a positive attitude during tutoring sessions.

Preparation: Students should come to tutoring sessions prepared with questions, assignments, or materials they need assistance with. Tutors, in turn, should be prepared to address these specific needs.

Active Participation: Students are encouraged to actively participate in tutoring sessions. They should ask questions, seek clarification, and engage in the learning process. Tutors should facilitate this participation by encouraging questions and discussions.

Regular Attendance: Both tutors and students should attend scheduled tutoring sessions regularly. Consistency is key to academic improvement.

Honesty: Students should be honest about their understanding of the material. If they are struggling or do not understand a concept, they should communicate this to the tutor. Tutors should provide honest feedback and avoid misleading or dishonest practices, such as guessing.

Academic Integrity: Tutors and students should uphold academic integrity. Plagiarism and cheating are not tolerated.

Goals and Objectives: Tutors and students should establish clear goals and objectives for each tutoring session. This helps in measuring progress and ensures that the time is used effectively.

Feedback: Both tutors and students should be open to giving and receiving constructive feedback. Tutors can provide feedback on student progress, and students can offer feedback on the effectiveness of the tutoring sessions.

Diversity and Inclusion: Tutors should be sensitive to the diverse backgrounds and learning styles of students. They should create an inclusive and welcoming environment for all students.

Resource Utilization: Tutors should guide students on how to access additional resources, such as textbooks, online materials, or academic support services provided by the college.

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Record Keeping: Tutors may be required to keep records of tutoring sessions, including topics covered and progress made. Students may also find it helpful to maintain their own records.

Follow College Policies: Tutors and students should adhere to all college policies and guidelines related to tutoring services, including scheduling, usage of facilities, and any other relevant rules.

Confidentiality: Tutors must respect the confidentiality of student information and the content discussed during tutoring sessions. Sharing personal information or academic struggles with others is strictly prohibited.

Effective tutoring relies on clear communication, mutual respect, and a commitment to academic success.

Student Name: _____

Student Signature: _____

Student G#: ___G00_____

Learning Services Department