



TYPICAL TUTORING PROBLEMS

- **A tutee who fails to show up for an appointment**
Email the tutee and set up another appointment. Stress her responsibility to let you know ahead of time if she can't keep an appointment. If it continues, consider ending the tutoring.
- **Not all students from a class have met with you even though the meeting is mandatory.**
Remember, if you are working individually with students in a course to which you are attached, it is not your responsibility to make sure every student meets with you. Try to be flexible with the times that you are available. If necessary, ask another tutor to fill in for you.
- **No students are meeting with you but the meetings are not mandatory.**
Make sure to keep in touch with the professor throughout the semester and make them aware of the fact that you are not being used. You might want to suggest to the professor that you stop by the class to introduce yourself, or give a brief in class workshop. In the end, it is not your responsibility to track down students.
- **An angry student or one who is overly demanding.**
Public speaking makes many students very self-conscious so give plenty of positive feedback as well as criticism. Try to get them to pick out their own mistakes. Above all, be patient.
- **A tutee demanding an immediate session when you don't have time.**
It's always hard to say no. Make sure you schedule a meeting as soon as possible so the tutee understands that you are not refusing her request for help. You could also ask the other public speaking tutors to see if one of them is free.
- **A tutee or professor asking you for services public speaking tutors do not handle.**
Direct that person to the office on campus that handles those services or to the Director of the Public Speaking Tutors.