



## PLTC Department Tutor Policies

1. Tutors are only to help students with course work in the department from which they were hired.
2. Unless asked directly by a course instructor, tutors will not share names of students attending drop-in sessions.
3. Assigned tutors must meet with course instructor after 2<sup>nd</sup> meeting if tutoring is to continue.
4. Tutors don't give the answers. They show tutees how to find the answers.
5. What does the PLTC pay for?
  - a. Only tutoring
  - b. Not grading
  - c. Not training
  - d. Not preparation
  - e. Not In-class help
6. Tutors are responsible for reporting for drop-in hours as scheduled. If a tutor can't make it to her scheduled session:
  - a. Check with other tutors in your department to see if they can cover. Complete list of tutors is posted on PLTC tutor conference.
  - b. Change time or night – alert Faculty PLTC contact for your department, alert other professors as needed, post change on conference, post change on helproom door, let Barb Burck know so she can post change on PLTC board. Complete list of Faculty Contacts is located on PLTC Tutor Conference.
7. Some courses prohibit tutoring. (See next page.)
8. Please see course instructors or course conferences for more detailed guidance.