• 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.