

## **Guidelines for Students Receiving Tutoring**

### **Program Description**

Maine Maritime Academy provides peer tutors to students needing academic assistance with courses. To qualify for this free service, students must contact the Tutoring Coordinator (Lynn Mosher; Center for Student Success, 2<sup>nd</sup> Floor; 326-2511; [lynn.mosher@mma.edu](mailto:lynn.mosher@mma.edu)), or be recommended for tutoring by their professor.

### **Eligibility and Notification**

Students may receive tutoring for any course, subject to availability. The Tutoring Coordinator attempts to fulfill all tutoring requests, but in some cases (especially for advanced courses and electives) tutors are difficult to find.

The Tutoring Coordinator will ask students requesting tutors if they visit professors' office hours and other academic resources including regularly scheduled help sessions. The Tutoring Coordinator gives priority to students who use these resources but who need additional help.

The Tutoring Coordinator will assign tutors and notify students and tutors by email. Typically this will occur within one work week of the initial request.

### **Maintaining Eligibility**

Students remain eligible for peer tutoring by:

- arriving on time to tutoring appointments
- working on the subject matter between tutoring appointments
- being prepared for tutoring appointments
- completing periodic tutor evaluations when requested by the Tutoring Coordinator

Students who must cancel a tutoring appointment should try doing so at least one day ahead.

### **Hours**

Maine Maritime Academy will provide a student with a maximum of two hours of peer tutoring per week in each subject area tutored. For group session tutoring, the limit is three hours per week in each subject area, provided the tutor and other students agree to the format.

### **General Guidelines**

- If the tutoring relationship is not working for you, contact the Tutoring Coordinator and request a reassignment.
- Tutors will not do your homework. Your tutor will help you to understand concepts and strategies, but cannot help directly with any work you will submit to an instructor. Both you and the tutor are subject to the Academy's policy on academic honesty.
- Tutoring is not a substitute for attending class, doing homework, or reading the textbook!
- Prepare for appointments. Your tutor will help you plan the work you need to do between appointments.
- Even though tutors receive recommendations from their instructors, do not expect that your tutor will be knowledgeable about everything taught in your class.