



Campus Academic Resource Program

Writing, Reading, & Study Skills Tutoring Orientation

In order for us to best assist you, you should know how we work and how you can help us. First, and foremost, we are not a proofreading or editing service—we're a tutoring center, which means we work *with* you to help you become a more effective reader, writer, and student by helping you use reading, writing, proofreading, editing, and study skills *strategies*. Here are some ways you can get the most out of your tutoring:

Come early and come often. Don't wait until the last minute—you can come in at the beginning of your writing process even if all you have is your assignment sheet, notes, or a rough draft. You can also come in multiple times at different stages during your writing process.

Bring your assignment sheet. In order for us to help you with a specific assignment, we need to understand your assignment and make sure you are meeting its requirements.

Bring past papers with your instructors' comments. This is a helpful way for us to analyze what you need the most help with because every writing assignment is different and because your instructors' comments may provide us with some helpful insights.

Come to sessions with questions in mind. Some of the best things for us to help you with are the things you are unsure about. Underline or highlight sections of your paper you are concerned about and write any questions you have in the margins.

Bring two copies of your papers. You should always bring in at least one copy of what you have written so far, but bringing in a second copy of your paper will help us look at your essay during the session. This is especially a good idea if you regularly work with the same tutor because he or she can keep a copy to further assess the kind of assistance you need even after your session is over. Your papers should also be typed and double-spaced.

Bring your readings. If you are writing a paper, you are most likely responding to, analyzing, or synthesizing information from one or more readings that your tutor may need to look over or even read and help you understand.

Let your instructor know you're receiving tutoring. If your instructor knows you're receiving tutoring, he or she may be able to let you know what aspects of your writing you can focus on. We have a *Tutorial Session Acknowledgement Form* that you may use throughout the semester in order for your tutor and instructor to communicate.

Make appointments. Although you may drop in, and we encourage you to do so if you don't have an appointment, we often get busy, so you might need to wait for a tutor. For this reason, we encourage you to make appointments at least one day in advance.

Find a tutor you work well with. You probably get your hair cut by the same person because you feel comfortable with that person and know he/she does a good job. For the same reason, you will benefit from finding a tutor you have a good rapport with. Feel free, however, to test the waters and explore how well you work with other tutors.