



COLLEGE OF MANAGEMENT

College of Management Tutoring Guidelines

Tutoring is designed to provide help **over and above the work you do in and out of class**. You must first try to understand the material based on readings of your textbooks, review of class notes and handouts, and use of outside sources. You should make every effort to comprehend your lectures and assignments before going to the tutors; tutoring only brings results **in addition to, not instead of**, your own work. Tutoring cannot be a substitute for attending class, doing the assigned readings and homework, or studying.

If you are having difficulties with the course material, the first person you should ask for help is the instructor, who has office hours specifically to answer your questions and assist you. Again, however, you cannot expect the faculty to help you if you have not attended class regularly or not attempted to do your assignments. **The ultimate responsibility for your success in the College of Management lies with you.**

The greatest benefit of tutoring comes when you use tutoring not only to understand course material, but also to learn **how to study more effectively**. Tutors can help you with both your short-term problems and your long-range concerns about study methods.

Writing tutors are designed to help you formulate ideas concerning written assignments, improve your writing style, and refine your understanding of proper English grammar. **The writing tutors are NOT your editing service, nor are they in any way responsible for any grades you receive on your assignments.**