

# STUDY PARTNERS

## Free Peer Tutoring Service

AUBURN UNIVERSITY

[www.auburn.edu/studypartners](http://www.auburn.edu/studypartners)

partner@auburn.edu

334-844-5702

### STUDY PARTNERS FALL 2011 HOURS OF OPERATION:

RBD Library Location (Learning Commons)

Individual Sessions: 2:00-7:00 pm SUNDAY—THURSDAY

Group Sessions: 7:00-9:00 pm MONDAY—THURSDAY

### Policies & Procedures

#### *What to Bring to Your Tutoring Session*

- Auburn University TigerCard- Study Partners is unable to provide tutoring without a valid Auburn University ID shown at each session (Study Partners is a free service provided ONLY for currently enrolled AU students)
- Textbook, past tests, in-class assignments, class notes, and past writing assignments
- Previously attempted homework assignment with a list of concepts student is having difficulty understanding
- Other important documentation provided by instructor (syllabus, schedule, project directions, etc.)
- A good, if not great, attitude

#### *Appointments*

- When making an Appointment students need to know the Course Name and Number (UNIV 1050)
- Tutoring appointments are scheduled in 50 minute sessions. Students may NOT make back to back appointments.
- Tutoring sessions are limited to one 50 minute session per subject per day
- If a student is more than 10 minutes late, we may cancel a student's appointment and fill that time slot with a Walk-In
- Appointments may be made using our online scheduling system, TutorTrac, from any internet connection and at any time by visiting [www.auburn.edu/studypartners](http://www.auburn.edu/studypartners). Appointments may also be made by contacting a Study Partners' Desk Worker during the times the center is open in person or via phone at 334-844-5702.
- Appointments may NOT be made via email.

#### *Walk-Ins (Student who walks in without having an appointment)*

- Study Partners welcomes Walk-Ins
- Tutors are available to assist Walk-Ins when they are not previously scheduled for an appointment, when their appointment is canceled, or their scheduled appointment does not show within 10 minutes of the scheduled time.
- Walk-Ins are subject to Tutor Availability
- Please understand that Appointments take precedence over Walk-Ins
- Walk-Ins are seen on a first come first serve basis

#### *No Shows*

- Starting Fall Semester 2011 we will be charging \$10 to your Bursar Account for missed appointments/no shows.
- Students may appeal their charge via the website. Appeals will NOT be taken at the desk.

#### *Cancellations*

- Cancellations may be made on TutorTrac, via phone or in person
- Cancellations can NOT be made via email.

#### *Additional Assistance*

- Students are encouraged to find a Study Partners tutor that best fits their personality and/or learning style (if desired/needed students should feel free to ask a Study Partners desk worker for assistance in finding a better fit)
- Every attempt will be made to meet student needs. If Study Partners cannot meet those needs, we will assist in linking students with other resources when possible.

## What to Expect from Tutoring

### *When to Seek a Tutor*

- If you want to maintain good grades
- If you are falling behind in class
- If you are performing poorly on tests
- If you want help with study skills or preparing for tests
- If you are having difficulty with homework assignments or understanding lectures

### *What You Can Expect From Your Tutor*

- Confidentiality
- Respect
- Patience
- Concentrated effort to aid in your understanding of difficult material
- Help with study skills
- Knowledge about the subject area being tutored
- Ability to help identify learning obstacles and ways to overcome them
- Good communication skills
- Ability to model good student behaviors

### *What Tutors Will NOT Do*

#### • YOUR HOMEWORK

Students visiting Study Partners should attempt their homework and other assignments before attending a tutoring session. We suggest students make note of concepts they are struggling with, allowing the student and tutor to review such concepts and work through similar problems during the tutoring session. A tutor may turn a student away if they have not attempted the homework/assignment on their own first. Please note we cannot assist directly with web assignments as this is considered cheating.

#### • RESCUE YOU

Nothing takes the place of consistent hard work throughout the semester; if students fail to do this, showing up for tutoring a week before, or the night before, a major test or final exam will not help. Tutors cannot help students recover from a semester of slacking off. We suggest students start the tutoring process early in the semester and visit often thereafter.

#### • TAKE RESPONSIBILITY FOR YOUR LEARNING

Tutors can assist students in the learning process, but they are not responsible for what an individual student learns. A successful student attends class regularly, participates in class, consistently completes their homework assignments, reads and is familiar with the textbook, and develops a relationship with their instructor.

#### • HAVE ALL THE ANSWERS TO EVERY QUESTION

Tutors are well trained and knowledgeable about the subject they tutor, but they cannot be expected to know everything; although they CAN be expected to model the steps a successful student would use to find a solution.

### *We Want To Hear From You*

- We need continual help from students using our tutoring service to identify ways we might improve our program. Please help by evaluating our service online at [www.auburn.edu/studypartners/studenturvey.html](http://www.auburn.edu/studypartners/studenturvey.html)
- Additionally, we urge students using our service to vote for Tutor of the Month as they leave their tutoring session. The process is simple. Simply put the tutor's name on a slip of paper and drop it in the box found at the Study Partners' front desk. There is no limit to the amount of times a student may vote—so vote early and vote often!

Study Partners are students that hold a minimum 3.0 GPA and have made an "A" or high "B" in the particular subject they tutor. They have also received two recommendations from instructors on staff at Auburn University. Please keep in mind that instructors may cover material an individual tutor did not have in his or her own class. Students interested in applying for a peer tutoring position in Study Partners should visit the website to access additional information on potential employment.

To receive much needed feedback in regards to Study Partners, students are randomly surveyed throughout the semester. If you have any comments or need help directly, please contact the Study Partners Coordinator, Tamara Miller Bowden at [bowdetm@auburn.edu](mailto:bowdetm@auburn.edu) or 334-844-5972, or Assistant Coordinator, Emily Dressler at [ekd0001@tigermail.auburn.edu](mailto:ekd0001@tigermail.auburn.edu).

**Study Partners: Tutoring Auburn University Students for Over 35 Years!**

Academic Support, A Division of Educational Support Services

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