

ALTC Tutee Expectations

1. Students should submit a meeting agenda in Penji with a desired learning goal for their tutoring appointments. If unsure of where to start, giving your tutor an idea of the book chapter, unit, or content area is a great place to start. This will allow your tutor to prepare materials and ensure you get the most out of your session.
2. The ALTC cannot provide help on assignments that will be graded, such as homework. Tutors cannot share their personal notes with students. Helping with graded work and sharing notes are both violations of the Academic Code of Conduct and can result in penalties for both the tutor and student.
3. Students must notify tutors at least 24 hours in advance if they wish to cancel a session. Cancellations less than 24 hours in advance will be subject to a fee. This ensures that tutors are fairly compensated for time allocated to preparing for each session.
4. The ALTC is committed to maintaining a welcoming environment, and therefore we do not tolerate rude or hateful speech, actions, or correspondences under any circumstances. Both tutees and tutors are expected to be respectful to one-another at all times.
5. If your tutor does not show up to your scheduled meeting, or is more than five minutes late, please email afcr@tulane.edu to notify us. We take tutor no-shows and tardiness very seriously, and are committed to making sure that students receive the support that they deserve.
6. Tutoring at the ALTC is to be used only as additional support, and is designed to accompany a student's regular class attendance and out-of-class work. The ALTC is happy to provide academic guidance, but students should not rely solely on tutoring to achieve their goals, and the ALTC is not a replacement for formal instruction.