

Michigan State University

Information for Prospective Tutors

Student-Athlete Support Services is committed to selecting qualified tutors who will become a part of the educational support team for student-athletes. Tutors are responsible for adhering to the following:

Professionalism

- Should be exemplified in all areas: conduct, dress, maintaining appropriate relationships with student-athletes, etc.
- Maintain **absolute** confidentiality with regard to student-athlete's academic/personal matters
- Arrive for appointments at least 5 minutes early
- Facilitate independent learning, foster effective study habits
- Be a positive role-model for the student-athlete
- Refrain from engaging in academic dishonesty, and immediately report any that you witness

Tutorial Session

- Facilitate and contribute to a productive study session (Example: The student-athlete should be working for at least 55 minutes during a scheduled 60-minute tutorial session. This allows for a five-minute break for the student-athlete, if necessary)
- Obtain a copy of the syllabus from student-athletes for each of the classes that you tutor
- Have working knowledge of the class expectations, assignments, due dates, tests, quizzes, etc.
- Keep the student-athlete on track with the readings, assignments, etc. listed in the syllabus
- Be interactive with the student-athlete during the sessions (i.e., quiz him/her over material from the notes/text, teach him/her how to outline a chapter, create flashcards, etc.). If a student-athlete must read during your tutorial session, engage him/her in discussions about the reading every 10 minutes or so

Communication

- Each session, check to see that the student-athlete has come prepared with notes, textbook, etc. Notify the student's Academic Coordinator **immediately** if the student is unprepared
- Complete a Tutorial Session Feedback Form after **every** session including all pertinent details about the student-athlete and the session for the Academic Coordinator
- Fill out appropriate paperwork when making **any** changes to a scheduled tutorial appointment
- Notify Tutorial Coordinator immediately if you will be late/absent for a scheduled tutorial
- Regularly discuss travel schedules and other obligations with student-athletes so that you can identify when a change to the regular tutorial meeting time may need to be arranged

Ethics

A tutor should **NEVER** do the following...

- Arrange to meet student-athletes outside of the Smith Center to interact socially
- Provide **any** kind of service to student-athletes: providing them with transportation, giving them money for vending or copy machines, typing their papers, buying them meals, etc.
- Prepare the student-athlete's work for him/her
- Sit at the computer during a tutorial session (the student-athlete should be in front of it, typing, and you should be behind or next to him/her)
- End a tutorial session early because a student-athlete says that he/she has nothing to do
- Allow the student-athlete to engage in a non-academic activity during a tutorial session