

### **What a Student May Expect From Tutoring**

- A conversation with your tutor and discussion of your ideas.
- A friendly, interactive, and judgment-free experience.
- Confirmation of what you have learned in class.
- Clarification of answers to your academic questions.

### **Remember**

The McGhee Tutoring Service exists to serve you, and to support your academic success. If you find that you need more than one appointment a week, please contact me by e-mail at [eileen.capone@nyu.edu](mailto:eileen.capone@nyu.edu), by telephone at (212) 998-7280, or in person at 726 Broadway, 6<sup>th</sup> Floor, Room 660. I never turn down such a request by a McGhee student.

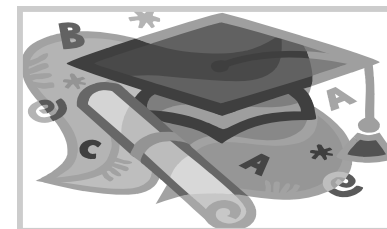
Please know that the tutors of the Tutoring Service are here to help you at times that fit into your schedule, and that all of us who work with the Tutoring Service are happy to support your academic success.

Best wishes,  
Eileen Capone

Assistant Director for Experiential Learning  
and Student Support Services

New York University  
School of Continuing and Professional Studies  
Paul McGhee Division

# **A McGhee Student's Guide to Preparing for Tutoring**



New York University  
School of Continuing and Professional Studies  
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Dear McGhee Student,

As you move through your academic life at McGhee, you may find that you would like the additional academic support of tutoring. The McGhee Tutoring Service offers tutoring in the following subject areas:

|   |                             |
|---|-----------------------------|
| <i>Accounting</i>   | <i>Intermediate Algebra</i> |
| <i>Calculus</i>   | <i>Statistics</i>           |
| <i>Economics</i>  | <i>Pre-calculus</i>         |
| <i>Writing in all subject areas, not only writing courses</i> |                             |

Our tutors with the McGhee Tutoring Service have all earned their bachelor's degrees, some have their master's degrees, and a few of our tutors are working on their doctorates at NYU. All of our tutors enjoy working with adult undergraduate students.

### **The Purpose of Tutoring**

Because we would like you to be able to get the most out of your experiences at McGhee, we have an academic tutoring service offering you the opportunity to receive additional academic help. Our goal is to help you to develop into independent learners.

The role of the tutor is to work with you and along side you, and this is one thing which makes tutoring different from the instruction that the faculty member offers during class. Unlike the instructor, the tutor does not "lecture" or present course material, nor does the tutor cover course material that you may have missed due to absence from class.

What your tutor can do is to assist you with getting started on assignments, working through assignments, completing assignments, and confirming your learning.

Your tutor may also act as a sounding board; he/she may talk through some of your ideas, focus on grammar, help you through a revision, and help you understand and make use of comments from your instructor on your paper, your homework, or your exam. Your tutor may help you with strategies aimed at reading quantitative texts thoroughly and efficiently. Your tutor may help you analyze and revise your work on math problems. Your tutor may assist you in viewing math formulas from a broader perspective, and may guide you through ways to explain the reasoning involved in your solutions of math problems.

Part of the work that you and the tutor will do together is to identify your areas of need, and, together, you will develop strategies to address those issues. Tutoring is a partnership between you and the tutor, and you both work together in the tutoring process. The tutoring appointment is a space where you may discuss academic questions in a trusting environment with the tutor as your learning partner. You may view the tutor as a guide, who will help you to negotiate your academic terrain with a fresh perspective.

### **Steps to Prepare for Tutoring**

To derive maximum benefit from a tutoring appointment, you need to prepare before the appointment. Here are some suggestions in preparing for your tutoring appointment:

- Schedule your tutoring appointment at least two hours before your paper or assignment is due.
- Come five minutes early for your tutoring appointment, and sit to gather your thoughts and write them down. (Each session begins at the hour and ends five minutes before the end of the hour. If a student is 10 minutes late, the session will only last 45 minutes. The tutor will not extend the session to the next hour if the tutor has no scheduled appointment, unless the student has previously scheduled the second tutoring session in advance with the Tutoring Service.)
- Bring your assignment, your instructor's guidelines for the assignment, your textbook, your class notes, and a pen.
- Jot down some specific goals for what you want to accomplish in your tutoring session. For example, you may want to work through a completed math problem or reorganize an essay for your writing class. Be prepared to talk about your assignment or to show the tutor the work you have done so far.
- Think about the questions you want answered during the tutoring session, since the tutor will not do your homework or write your essay for you.