

Tutoring Policies and Procedures

Goals and objectives

The tutoring program at the Center for World Languages and Cultures provides **peer support** for students studying foreign languages at all levels by offering a space in which students can work in the company of other dedicated language learners. CWLC tutors:

- encourage effective learning and study strategies
- provide support throughout the writing process
- offer grammar review and conversation practice

Tutoring Hours

- Tutors will be available during the designated drop-in hours.
- Students will receive attention on a first-come, first served basis. In situations of high demand, students will be encouraged to work collaboratively under the guidance of the tutor.
- Any student who wishes to receive help outside of scheduled CWLC hours must arrange this on an individual basis with the tutor. The CWLC does not supervise extra tutoring of this type.

Materials

- The CWLC has a library of books and materials for use by students and tutors in the Center.
- Students may also check out laptops, if available, for language-related use in the Center.

Instructor Notification

- The CWLC can submit official records of student attendance to instructors upon request.

Tutor Rights and Responsibilities

- CWLC tutors are not teaching assistants and do not exclusively serve a particular class or course. They are not authorized to grade, provide clerical or instructional support, or prepare materials for a specific course or class.
- When working in a strictly one-on-one setting, tutors should limit time spent with a student to 60 minutes per session.
- Tutors will actively participate in regular CWLC tutor training sessions.
- Tutors are trained to focus primarily on global and not local errors, the goal being to help students identify patterns in their mistakes, learn their own strengths and weaknesses, and become more self-sufficient learners. We are not aiming to send students away with flawless work; rather we are hoping that they leave with skills to continue working effectively on their own.

Student Rights and Responsibilities

- Students should take an active role in their tutoring sessions.
- Students are encouraged to come and work with tutors during all phases of the writing process, not just the editing stages.
- When working with a tutor, students should be prepared with all necessary materials, prompts, rubrics, and any other tools to aid in the learning process.
- Even when not actively working with a tutor, students are encouraged to use the CWLC space to study, write, or work on language-related projects.