

Language Center Tutoring Policies



Goals and Objectives

The Language Center provides peer support for students studying languages at all levels by offering a space in which students can work in the company of other dedicated language learners. 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 Language Center hours must arrange this on private basis with the tutor.

Materials

- The Language Center has books and materials for use by students and tutors in the Center.
- Students may also check out iPads, if available, for language-related use in the Center.

Instructor Notification

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

Tutor Rights and Responsibilities

- Language Center 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 Language Center 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

- The Language Center is meant to be a comfortable and productive work environment, so students should maintain a respectful and cooperative attitude.
- 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 Language Center space to study, write, or work on language-related projects.