

# Guidelines for MCBE Tutoring Center Visitors

Welcome! Here are some tips to help you make the most of your 30-minute appointment. It's your time. Make the most of it.

What to expect:

- A friendly, non-judgmental environment
- Tutors who will encourage your active participation
- Assistance enabling you to help yourself in the long run by developing your
  - proof-reading and editing skills (for writing)
  - problem-solving and analytical skills (for all business disciplines)
  - understanding of processes and formulas
  - business strategies and critical thinking
  - long-term remedies and solid study habits
- Referrals to the University Learning Center if you need help with language skills

How to get the most out of your appointment—prepare as follows:

- Bring your textbook, your instructor's assignment/task, and any other relevant documents.
- Expect to work with the tutor; the tutor can't help without your cooperation.
- Jot down notes during the appointment or mark up your document.
- Tell the tutor which areas you wish to focus on; jot down questions beforehand.
- Budget enough time before your assignment is due.

What the tutors don't do:

- Do your homework for you
- Edit documents
- Proof-read documents with a one-shot, "fix-it-up" attitude
- Pass judgments on instructors and their classes
- Work miracles and repair writing and other skills overnight

Session format:

- One thirty-minute conference with a tutor
- Small group tutoring workshops (3-5 students) on selected topics possible
- One appointment per subject per day (maximum)