### CLAS TUTORING DO’S & DON’TS

**IN GENERAL:**
- **DON’T** cancel sessions without notifying the office first.
- **DO** use the **pink** cancellation form—2 days in advance, please!
- **DON’T** be late for sessions, drop-in or appointments.
- **DO** check your e-mail and mailbox often for updates.
- **DO** reduce, double side & use mainly white paper when copying.

**TIMESHEETS & ATTENDANCE**
- **DO** fill out timesheets completely—round off to the 1/4 hour.
- **DON’T** forget to keep attendance records—accuracy counts!
- **DON’T** allow students to write on or view any timesheet.
- **DO** mark excused students with an “E” on your group timesheet.
- **DO** add any new student’s full name & perm to your group roster.
- **DON’T** forget to sign drop-in timesheets and file in the binder.
- **DO** use the **green** attendance sheets & attendance slips for reviews.
- **DON’T** forget to turn in completed timesheets on time (bimonthly!).

**FOR TUTORIAL GROUPS & REVIEW SESSIONS**
- **DON’T** encourage crashing—make sure students enroll officially.
- **DON’T** lecture extensively—cover key problems & concepts.
- **DO** encourage student participation: give & get feedback.
- **DO** talk to students about general study skills.
- **DON’T** forget to reserve a room in advance w/ Amy for your review.
- **DO** notify Amy if you change or cancel your review.
- **DON’T** plan on having a review last more than 2-3 hours.

**REGARDING INTERACTION WITH PROFESSORS**
- **DO** introduce yourself at the beginning of the quarter.
- **DO** heed any of their requests or suggestions.
- **DON’T** contradict their information. Use diplomacy!
- **DON’T** undermine or speak negatively about professors…ever.