SCCC Math Tutoring Guidelines

1. When you are working in the study center, walk around and check with students to see if they need help. If no one has a question, you can study, but look up every few minutes to see if anyone needs your help.

2. When a student asks a question, notice what class they are taking and answer appropriately. (Don't use calculus to answer an algebra question!)
   - Ask the student about the question that they are having trouble with. Try to find out what it is that is bothering them about the problem. Sometimes, even as they explain to you what they don't understand, they understand it better and begin to see a solution.
   - Ask them to show you what they have done so far. There may be an error in their work. But, the main point of this is to assure that they have done some work on the problem and are not just staring at the page.
   - Ask if they have any examples of other problems like this. Try not to just "show them how to do it" but try to give them some idea of how to proceed.

3. If you aren't sure about how to do a problem, listening to the student helps you to focus. Find out what the class has been working on and look at any examples. If you are stumped, admit it and say you will think about it some more. See if anyone else can help. Ask the instructor if possible. It is not surprising that when you try to help all the students from so many classes that you will often run into a problem that may stump you for a while.