

## Peer Tutor Information

Indian Hills Community College

### Obtaining a Tutor

1. Obtain an Application for Tutorial Services form from the Academic Success Center , from the receptionist of the ATC Building in Ottumwa, from site monitors at the County Service Centers, [download the form](#) from the Tutoring page (requires Adobe Acrobat Reader) or apply online.
2. Complete the form and sign. Remember to include your student ID number or your social security number on the form.
3. Obtain your instructor's signature on the form.
4. Return the completed form to the Academic Success Center or your site monitor.
5. If you are requesting a tutor for more than one course, you must fill out a separate form for each course.
6. We will give you one copy of the form to show to your tutor at your first tutoring session as proof that you are registered with the Academic Success Center. Paid peer tutors are only allowed to tutor students with the permission of the Academic Success Center.
7. If a tutor is available for the course, we will give you his/her phone number and e-mail address. It is your responsibility to call or e-mail the tutor to arrange the first meeting. You should meet at a time and location agreeable to both of you. If you cannot find a mutual time or meeting place, we will try to arrange another tutor.
8. If a tutor is not available for the course, we will ask your instructor to recommend some possible tutors. This process may take several days.
9. The Academic Success Center provides for peer tutors whenever possible. You will be provided a tutor if one is available in your requested subject area.

### Tutoring Sessions

1. At your first meeting, show your tutor your copy of the Application for Tutorial Services form. This is proof to your tutor that you are registered with the Academic Success Center.
2. Come prepared for your tutoring session. You should bring your notes, books, and other relevant materials.
3. In order to have a successful tutoring session, you must come prepared with specific questions. Read all your assignments and review your notes before the tutoring session.
4. The tutor will review and summarize main points and objectives of the lesson. It is not the tutor's job to teach the lessons to you, nor to complete homework problems or assignments for you.

5. It is your responsibility to attend all classes. Tutoring does not replace classroom attendance.
6. The tutor is not an instructor. He/She may not be able to answer all of your questions all of the time.
7. At the end of the tutoring session, the tutor will ask you to sign a Tutorial Services Report Form. Verify the information on the form and sign it. Make arrangements for another tutoring session if it is needed.
8. If you have to cancel a tutoring session, it is your responsibility to call or e-mail your tutor.