



Tutor Tips

Newsletter for Herbst Academic Center Tutors
University of Colorado-Boulder

December 2009



POLICIES FOR REVIEWING WRITTEN WORK

The tutor's primary objective is to help a student become a better writer by the end of the semester, not to produce a perfect paper by the end of the tutoring session.

Revising work—content such as ideas, phrasing, organization

Reviewing work – mechanical issues such as grammar, spelling, formatting

The tutor should:

- Not accept an emailed copy of the work. The student should provide you with a hardcopy of the paper. Tutors may not respond with corrections via email.
- NEVER write on a student's paper. The student should make corrections on his/her draft copy.
- Not accept a paper dropped off for review. Revision takes place in an active session between the tutor and the student. The student must be physically present and actively engaged.
- Engage the student when proofreading. Student MUST be present during proofing of paper. Have student read the paper aloud or read it to the student.
- Never rewrite sentences for students. Never edit, alter, refine or correct. Help the student see where writing may be improved.
- NEVER sit at the keyboard. Only the student should work on the computer, writing a paper. The student must type/write their own paper without a tutor present.
- Teach the student. Improve the individual writer, not the individual writing.

MINDY'S REMINDERS

Please make sure that you are monitoring your hours so that your Athletic Department and home department hours do not exceed a combined 40 per week.

Remember to keep your tutoring support within the proper guidelines of appropriate help. Help your student in every discipline by:

- Identifying personal writing patterns, organizational or approach issues, common mistakes in grammar, formulas, the layout of their work, etc.
- Encourage your student to teach the material or parts of it back to you. This will help you discern what they understand and what they do not.
- Make sure that it is always the student who does typing and holds the pencil and never allow students to e-mail assignments to you.

We are counting on you to complete a tutor feedback form for each and every tutor session. I am matching up tutor reports to your time sheets and there are several reports missing.

Thank you for all that you do for our student-athletes.

CONTACT INFORMATION

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