

# ONIX TUTORING CENTER

## Mission Statement

The mission of the Onix Tutoring Center is to provide a solid foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills and attitudes needed to reach their desired goals, in a safe and encouraging learning environment.

## Our Main Goals

- Provide tutoring for a variety of courses, as needed, in multiple academic areas.
- Provide supplemental instruction to support classroom instruction in targeted courses.
- Identify and implement additional services as needed to support academic success.

## Types of Tutoring

- **One-on-one tutoring**
- **Small group tutoring**

## Who participates in tutoring?

Any student here at Onix or our partner's Universities is able to participate in tutoring. Peer tutoring goes beyond helping students with the general course content and it is available for every single student enrolled in the class. These services are available for students at any level of understanding of the class material, and the tutors are there to help you get prepared and feel comfortable with the class content.

## What to expect from a Tutoring Session

- Your tutor will use your needs, effort and investment to guide the session.
- Your tutors will do their best to offer help that benefits you both in the short-term for your immediate needs, and in the long-term of improving your overall skills.
- Your tutors will address your questions regarding course material and the organization of the course, and they will work with you to figure out how you can study most effectively.
- Your tutor will provide you with strategies regarding studying, note-taking, time management and test-taking that you can apply on your own time to improve your learning.

## What NOT to expect from a Tutoring Session

- Tutoring is NOT a substitute for attending class.
- Tutors will not complete homework assignments with you.
- You cannot drop things off to be corrected or edited.
- Tutors will not teach material. They are not able to present the material with the depth as your professor. They will direct you to your instructor when it comes to questions about course organization or grading procedures.
- Tutors are not available 24/7. Budget your time and make an appointment as soon as you can in you are concerned about your success in a content area.
- Tutors will not judge or criticize your work. They will always do their best to meet your needs. Tutors may refer you to other resources when necessary.

## One-on-one tutoring

### Private Tutoring

Appointments are 50-minute sessions with a trained peer tutor. Together, you and your tutor focus on your specific concerns for a specific Onix or University course in which you are currently enrolled. One-on-one appointment tutoring sessions for students are **free** each semester, but you must attend. Two absences will block you from making appointments for the remainder of the semester.

**Please note:** Tutors do not provide primary instruction and students must attend class. Tutors provide supplemental support for a student's current Onix or University course.

### Why individual tutoring works

Our tutors are trained to provide you assistance, but they do not do the work for you. Your tutor's goal is to build your confidence with and understanding of the material and prepare you to be able to handle the material on your own.

- Your tutor will adapt session to your pace and ability.
- Tutoring sessions are customized to meet your needs.
- 50 minute sessions allow time for you to cover multiple questions with your tutor.

### Absence/ cancellation policy

If you cancel a session less than 20 hours in advance or fail to show up for a session, it will be counted as an absence. Two absences will block you from making any additional appointments for the semester.

### Your responsibilities

- Arrive on time and ready to work.
- Attend class regularly.
- Actively participate in the tutoring session.
- In group sessions, be a team player.
- Use your professor's office hours if at all possible.
- Come with questions prepared.
- Attempt the homework ahead of time
- Contact the Tutoring Center 20 hours in advance if you need to miss an appointment.

## Small group tutoring

### Why small group tutoring works

Do you study better with others? Does talking through a concept with classmates help you understand it better? Does studying with friends boost your confidence? Are you working on a group project in class and need a little guidance? If any of this sounds like you, then you might love small group tutoring.

Our tutors are trained to provide assistance, but they do not do the work for you. Your tutor's goal is to build your confidence with and understanding of the material and prepare you to be able to handle the material on your own.

- Your tutor will facilitate conversation, not lecture.
- 50 minute sessions allow time for you to cover multiple questions in a session.
- Weekly sessions allow the group to develop good relationships with each other and with the tutor.
- Your tutor will work with the whole group to identify session and overall goals.
- Your tutor will adapt the material to your various levels of understanding.
- Tutoring sessions are customized to meet your needs, so talk to your tutor about what you need.

### Absence/ cancellation policy

If you cancel a session or fail to show up for a session, it will be counted as an absence. After one absence, you will be blocked from group. If the group drops to one student, the group session will be canceled.

### Your responsibilities

- Arrive on time and ready to work.
- Attempt the homework ahead of time.
- Come with questions prepared.
- Actively participate in the tutoring session.
- In group sessions, be a team player.
- Attend class regularly.
- Use your professor's office hours if at all possible.