

**SCIENCE (Biology, Chemistry, Physics)  
TUTEE GUIDELINES**

1. To obtain a tutor, for a course in Biology, Chemistry, or Physics you must speak with Minna Mahlab [mahlab] in the Science Learning Center (Science 2002). Students must be enrolled in the class for which they request tutoring. A tutor will be assigned to you; you are not permitted to choose your tutor.

2. Establish a regular working schedule for working with your tutor. You may be reassigned to a different tutor if you wish.

3. You must fill out the worksheet located on the Science Learning Center webpage at <http://webserver.grinnell.edu/academic/sciencelab/worksheet/>

**at least 24 and preferably 48 hours each time** prior to meeting with your tutor. This worksheet serves a way to help you organize your thoughts and prepare questions to discuss and also helps the tutor prepare for the meeting with you, so that your time can be used most efficiently. You may also use this worksheet to give the tutor feedback on how s/he can better help you. **Notice that this worksheet is on the Science Learning Center webpage and not Academic Affairs.**

Tutors are not expected to do your work for you. Please come to the tutoring sessions prepared. Have some questions that you want answered or certain problems you want to go over with your tutor. Bring books, notes, and/or supplies and be ready to work. You are expected to be prompt, and to not change the time or cancel at the last minute. Students are usually tutored about 2 hours per week. Tutors are not expected to give you the answers. They are expected to help you work through the problem and discover the answer for yourself.

4. You are strongly encouraged to speak with to your professor or with Minna Mahlab if you are having continued difficulty in a class.