

# Building Excellence for Students in Technology “BEST”

## **Mission Statement:**

The College of Technology’s BEST tutoring program strives to create an environment to promote student success in COT courses.

## **Goals:**

Provide academic assistance for students in COT 100 and 200 level classes.

## **Policies:**

- BEST will provide tutoring at no cost to the students seeking help in COT courses.
- BEST will conduct tutoring sessions twice a week in either Knoy or MGL from 7:00 – 9:00pm during the Fall and Spring semesters.
- BEST will provide the tutors necessary.
- Tutors shall be paid by the COT.
- BEST shall offer its services to all COT students for COT courses.

## **Tutor Responsibilities:**

- Tutors will be knowledgeable in their particular area of expertise.
- Tutors shall work diligently with the students providing academic assistance. Tutors shall not allow students to sit by themselves for extended periods of time, but rather tutors shall be proactive in probing attendees regarding their concerns with the material.
- Tutors shall provide strategies to students assisting them in learning the materials being studied.
- Tutors will not do the work for the student, but rather teach the materials.
- When no student is in the need of academic assistance, the tutors are allowed to work on their own homework. (No video games, social visiting or computer work unrelated to homework will be permitted), maintaining an atmosphere of academic integrity.
- Tutors shall commit to attending either one or both sessions of BEST and inform the coordinator of their schedule.
- Tutors shall not fraternize with members of the opposite sex.
- At all times, the tutoring area will remain an area of openness and respect.
- Tutors are expected to conduct themselves as professionals in respect to confidentiality concerning tutoring services and/or information gained during tutoring sessions.
- All concerns should be addressed to the coordinator.

## **Student Responsibilities:**

- Students shall treat the BEST staff and other students with respect.
- Students shall come prepared with their assignments, ready to work with the tutor.
- Students shall use this time wisely, no video games, social visiting or computer work unrelated to homework will be permitted.
- Students shall not fraternize with members of the opposite sex.
- All concerns should be addressed to the coordinator.