

Guidelines for Virtual Tutoring

All spring 2020 tutoring sessions will occur using the Microsoft Teams video conferencing tool. Both tutors and tutees need access to the Teams app. [Use this resource for directions](#) to download, sign in, and start Microsoft Teams.

Technology Requirements:

1. iPad, tablet, or computer with a camera
2. Access to [Microsoft Teams](#)
3. Recommended: headphones or earbuds with built-in microphone

Academic Expectations

Both students and tutors are expected to adhere to the [Academic Integrity policy](#). Students and tutors must also maintain professionalism during tutoring sessions and follow the [UWS Student Conduct policy](#).

Use the [UWS TIPS Reporting Tool](#) to report any concerns related academic integrity, student conduct or to provide feedback.

Things to consider while on video:

1. Find a quiet place where excess noise or disruptions will not occur
 - Your tutoring space should have a stable internet connection and access to power
 - Make sure you're able to be seen on camera. Adjust your set up so that you face a window or are exposed to plenty of light
2. Dress appropriately
3. Be aware of your background and surroundings. Remove any clutter or potential distractions
4. Mute your microphone when you're not talking

For successful tutoring	Your tutor will <i>not</i>
<ul style="list-style-type: none"> • Come prepared with your course materials, including notes • Prepare specific questions or topics to ask the tutor • Actively participate and ask questions during the session • Review what you covered in the tutoring session soon after it's ended to reinforce your learning 	<ul style="list-style-type: none"> • Complete your work for you or just give you answers • Cram with you the day before an exam • Take the place of your instructor • Guarantee you a high course grade