Guidelines for working with a foreign language tutor

1. "Tutor" is a synonym for teacher. A student who works with a tutor should receive supplemental instruction, review of material covered in class and, perhaps, guidance with some homework activities. The tutor, however, is no more than a guide or a teacher. He or she absolutely must not complete any work for a student and must only guide or assist the student by helping him or her discover answers, never by giving answers.

2. The tutor should direct the student to pages in the textbook that address topics that are challenging for the student so the student can review those items. The tutor should ask the student to summarize information to check his or her understanding.

3. For assistance with close-ended practice activities such as fill-in-the-blank, multiple choice and the like, the student should do the activity and the tutor should give feedback on incorrect answers by pointing out an error and providing information about the type of error that has been made. The tutor can help the student understand the error and why it was made, and the tutor can assist the student as the student (not the tutor) works to identify the correct answer.

4. For open-ended practice activities, the student should attempt to complete each item and, in the case of an error, the tutor should give feedback on the type of error that has been made and provide guidance on how to address it. The tutor should not simply give a correction.

5. In the case of original written work that a student is to submit for a grade, a tutor may not assist a student. Before writing the assignment, the student can ask a tutor a general question about a grammar topic or vocabulary item that he or she wishes to include but that is the extent of acceptable consultation. The tutor must not read or review the work that the student has prepared in order to provide feedback. The work must be original work of the student with no assistance from a tutor.