Visiting the Frank Center

**Don’t be late.** Your tutor will not extend your session if you arrive late. If you need to cancel an appointment, do so as far in advance as possible. The Frank Center keeps records of “no-shows.” If you fail to attend your appointment without cancelling it at least one hour in advance, your access to the Center will be restricted.

**Come to your session with questions.** Explain to your tutor exactly what kinds of problems you are having and what help you would like to receive. Tutors can work with a draft or an outline.

**Bring the assignment sheet to your tutoring session.** Your tutor will need to look over the assignment your instructor distributed.

**Take notes during your session.** Tutors are not responsible marking up your paper. Take notes so you can remember what you discussed with your tutor during your session.

**End each session with a plan.** Your tutor has this goal, too. Be sure you leave the session with a clear next step in mind. Make sure you understand the problems in your paper and how to fix them.

**Schedule time with yourself for revision.** Schedule time to sit down and begin to revise the paper as soon as you leave the tutoring session. Do not even go back to your room: Sit down in the ITC computer lab and begin to write.

**Understand that the tutor is not an editor.** It is not the tutor’s job to correct your work. The tutor’s job is to help you recognize where your writing needs improvement and to help you understand how to make those improvements.

**Don’t ask about your grade.** The tutor cannot offer you an opinion on what grade you might get on an assignment. Tutors are not graders, and they should not be put into that position.