

# WORKING WITH A TUTOR REMOTELY



## SEND YOUR PAPER EARLY

Don't wait until it's due! Send your request and attached document to [ssc-lake@wright.edu](mailto:ssc-lake@wright.edu) as early as possible. We try to provide feedback within 24 hours. Please use your Wright State email address, and include: Your name, class, instructor, and due date. For soonest response, send your request between 8:30am Monday and 3pm Thursday.

## ASK QUESTIONS - BE SPECIFIC!

Tutoring Services provides individual and small group academic support for a wide range of courses. Students can meet with an individual tutor by appointment for frequently-requested courses numbered 3000 and below. In addition to any assignment sheets, guidelines, or rubrics that might help us understand your assignment, include questions you have about the writing process/math problem or specific areas you'd like your Tutor to focus on.



## READ YOUR FEEDBACK CAREFULLY

In their feedback, your Tutor will try to answer all your questions, highlight strengths, and suggest areas to revise. Review your own document with these suggestions, and consider if and how you might implement the changes.

## REVISE, REVISE, REVISE

Your Tutor won't edit your paper for you, so the decisions are up to you! Make the decided upon changes to your document. Check that your organization and tone are consistent. Don't be afraid to make new changes as you revise!



## REVIEW YOUR CHANGES

Once you've made the changes, you'll want to double-check to be sure your paper looks and sounds they way you want it to. If you've only had one tutoring appointment this week, consider making a second appointment with a Tutor!

## LET US KNOW HOW WE DID

Don't forget to fill out the [Tutor Evaluation form](#) provided in your feedback email. We love to hear about your experience and any comments or suggestions you have for us!

