

	<h1 style="text-align: center;">Tutoring Services</h1> <p style="text-align: center;">Liz Coleman (541) 463-5783</p>	
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Expectations for tutors:

- ✧ We expect tutors to help fulfill the mission of Lane Tutoring Services:
The mission of Tutoring Services is to serve students enrolled in credit classes at Lane Community College by providing supportive learning environments, instilling confidence, encouraging independence as learners, and providing individual peer tutorial assistance and academic support.
- ✧ We expect tutors to always provide welcoming customer service. Be pleasant and helpful, and have a positive attitude.
- ✧ We expect everyone to get the job done and have fun at work.
- ✧ We expect tutors to familiarize themselves with academic and support services available to students, and to refer when appropriate.
- ✧ We expect tutors to be productive and “on the job” at all times. We expect tutors to seek out projects and things to do during slower times and without supervision.
- ✧ We expect tutors to be honest, follow policies and procedures and act in the best interest of LCC students.
- ✧ We expect tutors to be on time and ready to work at the start of your shift.
- ✧ We expect tutors to wear nametags while on duty.
- ✧ We expect tutors to dress appropriately for dealing with the public. We expect that safety and modesty will be considered when selecting work clothes.
- ✧ We expect tutors to fulfill any specific policy or behavior requirements of the tutor center in which you work.