

Before



Be Prepared

- + Know your course name, part, unit, and lesson number.
- + Find a quiet place, free of distractions.



Be Working

- + Read the lesson, assignments, and prompts. **Take notes** on any challenging questions, concepts, or examples.
- + Complete the practice exercises.
- + Check with your advisor to make sure you are on pace. Know the number of lessons you need to complete each day.

During



Be Respectful

- + Respect both yourself and your teacher.
- + Be positive.
- + Stay on task; focus on the subject of your tutoring session.
- + Use *please* and *thank you*.



Be Engaged

- + **Take notes!**
- + Ask and answer questions.
- + Think ahead – what comes next? – and back – what did you just complete?

After



Be Aware

- + Follow the directions given by the teacher.
- + Review your notes from both the lesson and the tutoring session.
- + Message your teacher with any questions.