



SEEK LEARNING CENTER 1A-108
Monday –Friday 9AM-5PM
Phone (718) 982-2412
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How to be Proactive and Prepare for a Tutoring Session with the SEEK Learning Center

The SEEK Learning Center is a place where you can enhance your academic abilities. In addition to its welcoming atmosphere, you will find helpful tutors, and a supportive team of staff members.

We offer various types of tutoring (one-on-one/group) as well as workshops throughout the semester which include, writing and grammar, math and technology, study skills and academic development. The center is staffed with academic mentors/tutors who want to assist you to succeed in your courses.

In order to get the most out of your time in the SEEK Learning Center:

Be prepared and have a goal for the tutoring session. Here's how you can accomplish that:

- **Schedule the appointment at a time that works for you:** It is not a good idea to make an appointment at the end of a day in which you have had a full load of classes. Something simple as eating before time can be helpful, so you don't sit there hungry and uncomfortable!
- **Be sure to attend class**
- **Have a positive attitude** (think...I can)
- **Have all related materials for the tutoring session:**
 - Syllabus
 - Textbook
 - Notes from class
 - Handouts
- **Review class notes before the tutoring session**
- **Read over Professors comments**
- **Set a goal for the session.** Decide what it is you want to go over during the session and make a list of particular things that you need help with, so the time will be spent effectively. Maybe it's a particular math formula, or coming up with a clear thesis statement for a paper. Here's some others:
 - Understanding an assignment
 - Revision of a paper
 - Specific essay
 - grammar
 - brainstorming ideas for a paper
 - reading that you found confusing

-specific math problems or steps

- **Take notes during the tutoring session**
- **There are no dumb questions!** Let the tutor know if you do not understand what they are talking about, or ask them to slow down, and/or repeat the explanation.
- **Review tutoring notes and class notes afterwards.** This helps to retain information.
- **BE ON TIME PLEASE!**