

Strategies for Tutoring Students

Honor Pledge

A vital component of the Honor & Integrity System at Kansas State University is the inclusion of the Honor Pledge which applies to students' work on all assignments, examinations, or other coursework. The Honor Pledge is implied, whether or not it is stated: *"On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."* This means that all academic work should be accomplished individually, unless the permission of the instructor is given in advance.

Suggestions for Tutors

* In general, if you are asked to do something that you feel is wrong or unethical, it probably is. Aiding someone in committing an academically dishonest act is just as serious as receiving the aid.

* As often as possible, read the instructor's syllabus to determine how much collaboration, if any, is permitted or expected on assignments, projects, papers, or exams. If, after doing so, you are still unsure of how to appropriately help the student, the following are some questions that you should ask the instructor of the course for which you are tutoring:

- A) Is it okay to help the student with the organization of a paper?
- B) Is it okay to help the student with the ideas/content of a paper?
- C) Is it okay to let the student know that one or more of the responses to assignment questions is incorrect? If so, is it okay to let the student know exactly which ones are incorrect or to give them the correct answers?
- D) Is it okay for me to let the student know the types of questions that were on the exam when I took this particular course?
- E) Is it okay to assist the student with take-home exams by explaining terminology in the questions?
- F) Is it okay to help identify sources/references for a student's paper or project?
- G) Is it okay to share former or current assignments, projects, papers, or exams with students to use as study guides?
- H) Is it okay to systematically correct a student's grammar in a paper or other written assignment?
- I) Is it okay to write directly on a student's work when making suggestions during the tutoring session?

* If you suspect a student of academic dishonesty, it is your obligation to immediately contact that student's instructor or your supervisor.

* See the Honor & Integrity System website (<http://www.ksu.edu/honor>) for more information and guidance.

