Making a Class Visit

1. **Contact instructors** to introduce yourself and ask if they are interested in your coming to their class to advertise tutoring (See “Starting a Study Group” handout if they are interested in study groups). We suggest going to their **office hours** or, if they are adjunct, meeting them at their classroom after their class is over.

   You might say the following, “Hi, my name is __________. I was recommended by ______________ to tutor. Would you like to come to your class to advertise tutoring? I would be happy to share with you my experience and expertise. And you are also more than welcome to talk with ______________, who recommended me.

2. Set up a time to **go to the class**.
   a. **Prepare**: Visit the Leaning Connection webpage and become familiar with all the info, how to get there, how to make appointments, open hours...

3. When you **make your visit** do the following:
   a. **Introduce yourself**. Smile and be friendly. Tell them what you are studying and the class(es) you have taken.
   b. Show them the **LC website** and answer questions about making one-time and recurring appointments.
   c. Tell them your **experience working with others to be successful**.

4. Ask the instructor if he or she would like you to **come back** during key times during the semester.

5. To **verify your visit**, fill out the “Class Visit” form (available in the LC) and have the instructor sign the form. Turn form(s) in to your folder in the LC; you may claim 30 minutes on your gold time sheet for every class visit you make.