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| **What the Tutors**  **Cannot Do ☹** | **What the Tutor Would Love to Do Instead ☺** |
| Meet with a student off-schedule or  outside the Center | Meet with a student for a  tutorial at the Center |
| Review papers or assignment  guidelines in advance | Review relevant guidelines and writing with a student in a tutorial |
| Assist with course content  or study skills | Assist with any step of any writing or speaking assignment |
| Decide the topic of a tutorial | Help the student with their top concerns or questions |
| Interpret an assignment | Discuss an assignment and help the student determine questions or options |
| Create an outline, proofread, or complete other steps for a student | Help a student create an outline, proofread, or navigate other steps |
| Read a student’s whole draft | Look at key sections or as many pages as possible with a student before the tutorial ends |
| Make decisions for a student | Discuss different options with the student so the student can choose |
| Tell a professor a student completed a tutorial if the student didn’t complete one or provide a professor false information | E-mail a student’s professor an  appointment summary to let them know what the student worked on in a tutorial |