Tutoring Expectations
Dr. Bonnie Jacob
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My office is a professional environment, because I believe that such an environment will be the best learning experience for my students. Therefore, I have the following requirements.

1. You show up to your scheduled appointments on time. (See no-show policy below).
2. You attempt to do your homework and to study before coming to see me.
3. No electronic devices without academic reason. Absolutely no texting or emailing during our meeting.
4. No eating.
5. You are civil with me and other students, and you maintain a good attitude.

How to schedule appointments

1. Look at my online calendar online at [http://people.rit.edu/bcjntm/schedule.html](http://people.rit.edu/bcjntm/schedule.html). Find an open time or times that work for you.
2. Email me and request the time. If you’d like a permanent appointment, tell me. (A star (*) means no permanent appointments allowed during that time).
3. Wait for email confirmation from me. When you receive it, plan to show up.
4. If you need to cancel, notify me by email as soon as possible.

No-show policy
If you miss an appointment without informing me at least two hours in advance, you will lose your permanent appointment. There may be an exception in the case of a true emergency; however, this is at my discretion. A lateness of 15 or minutes is considered a no-show.

Questions?
If you have a question or concern related to tutoring, please let me know. I want you to learn! If there is some way we can work together better to achieve this, let’s do it!