Guidelines for Using the CCT 450 Lab
for Tutoring

This document is intended to outline for students how the CCT 450 Lab tutors can help in learning a computer language such as **Python, Java, Objective C, C/C#/C++, Visual Basic** or **COBOL** and in gaining a better understanding of computers. Students must sign in when using CCT 450.

For best results...
- Before coming to the lab, read programming examples and explanations in your book.
- Read the programming assignment carefully and have your questions ready before you sign up for a tutor so you can best utilize your time.
- Try modeling your program after similar programming examples in your textbook.
- When writing a complex or long program, always flowchart, write pseudocode, or otherwise plan out the program on paper before starting to write the actual code.

Tutors are available to:
- Answer any specific questions about programming instructions or syntax.
- Share with students their insights on program design and how to avoid some common problems encountered by beginning programmers.

Tutors are not available to:
- Debug students' programs but can show you how to debug. Tutors can provide **general** hints on debugging (error-finding and correction) strategies.
- Assist you in preparing any class assignment. Tutors are NOT to write the program for a student.

Students' responsibilities:
- **Design and actual coding of assigned programs is left to the student.**
- **Bring the written assignment for your program, since the tutors may not have these materials available.** Make sure you bring your textbook, a printed copy of all program code you may have written, any required handouts, or additional written materials so the tutors can efficiently address your needs.
- **The only way to become a proficient programmer is to actually write programs.** Learning a computer language is a hands-on experience.
- **Tutoring cannot substitute for going to class.** Tutors cannot teach you the subject from scratch.
- **When other students are waiting, tutoring is limited to 30 minutes per session and students who have not had a session are given precedence over those who have already been helped that day.** Writing and debugging even a simple program can sometimes take several hours and should be done by the student and **NOT** the tutor.

Online Tutoring:
- **Add the Tutor Schedule to your Google Calendar to find who is on duty. The calendar is public and can be found by searching: CSU CS Tutor Schedule in the search box under 'Other Calendars'**
- **Find the Google Hangouts link for a tutor on duty in the Online Tutoring Class in CougarView (D2L) and click on it.**