Sit-In Guidelines

- Introduce yourself to the instructor.
- Arrive on time (or early) each day.
- Fill out the sit-in sheet legibly and completely.
  - Have your sit-in sheet initialed by the instructor each day.
  - Turn in your completed sit-in sheets in a timely manner.
  - It is recommended to grab plenty of sit-in sheets at the beginning of the semester and store them in your folders/backpack for easy access.
  - If you arrive at your sit-in and realize you have run out of sit-in sheets, take your notes on a notebook page and restock your sit-in sheets the next time you are near the MAC.
- If the class is a test-day, simply write "Test Day" on the sit-in sheet, get it initialed by the instructor, and you may skip the remainder of that days class. (Tip: Do this the class beforehand so you do not have to make a special trip to the classroom that day.)
- You may leave early if there is a quiz at the end of the class.
- If a quiz is given at the beginning or during the class, you must be present.
- Wear your name tag/lanyard to identify yourself as a mentor to the students and the instructor.
- Try to sit in different parts of the classroom to get to know as many students as possible.
- Encourage the students to attend the MAC, and inform them of the days and times of your shifts.
- You may work on MAC assigned practice problems during your sit-in class, so long as it does not create a disturbance and you are still respectful of the instructor.
- Do not work on your own homework, reading, or other activities.
- Mentors are NOT to run errands for instructors.
- Mentors are NOT to grade homework, quizzes, or exams.
- Mentors may hand back papers during class as long as doing so does not violate confidential information. (Such as test grades.)
- Do not be confrontational if an instructor asks you to do a task that you think is not part of your responsibility; do it that one time and report back to your MAC manager.
- Mentors can give instructors informal feedback about questions asked during their sessions at the MAC, but should not describe attendance patterns. The instructors should contact the MAC directly for this type of information.