



Welcome tutors and tutees, faculty, staff, and all who are interested in learning how to learn!

The purpose of Grand Valley State University's Tutoring Program is to facilitate our students' academic success and develop self-directed, independent learners. With that in mind, a tutor's first and foremost challenge becomes teaching a student how to learn as opposed to teaching a specific subject (although knowledge of both aspects is vital). The goal of this booklet, then, is to compile a practical and useable reference for tutors and tutees alike in order to get back to the basics of learning. It highlights some very basic foundations of several of the key areas that promote successful study habits.

Not every student will need help in every area of learning emphasized in this booklet. Therefore, this reference is designed so that each chapter can be used as a separate entity—a useful reference in itself without having to read the entire collection. So flip to the chapter you are interested in and review it. Some chapters even have corresponding hand-outs for you to utilize.

You will also notice that some thoughts and suggestions overlap from chapter to chapter. Put simply, valuable learning and study techniques can be applied to multiple areas: from note taking to concentration to conquering anxiety. Use these suggestions as a starting point and guide to help you successfully navigate your way through the college experience.

**Tutoring Center**  
201 Student Services • Allendale, MI 49401