

# Tutoring Services Contract

## The student has the responsibility to:

1. ***Be on time*** for each tutoring session, and wait at least 15 minutes for the tutor. If it is impossible to meet with your tutor at the scheduled time, you must ***notify your tutor in advance***.
2. Come to the session prepared; bring the appropriate materials (textbook, notes, syllabus, etc.). Have previewed the assignment and bring specific questions to ask the tutor in regard to the lesson.
3. ***Attend classes regularly***. Tutoring will not be continued for students with excessive class absences. No tutoring sessions will be held during class times.
4. Be aware that two (2) ***unexcused*** tutoring session absences will jeopardize your remaining tutoring opportunities, and the Peer Tutor Coordinator will be notified of such absences.
5. ***Never*** use tutoring as an excuse to an instructor when assignments are not completed, or are not completed according to the instructor's requirements.
6. Know that the tutoring program's purpose is to help you learn how to become a better student. The tutor should explain, help you understand how to solve a problem, or help you prepare for a test.
7. ***Understand that the tutor will not do your assignments for you.***
8. Fill out a tutor evaluation form upon completion of course or when semester is completed.

## The tutor has the responsibility to:

1. Schedule and keep individual appointments with all students assigned to you. Wait at least 15 minutes for each scheduled tutoring session; if the student does not keep the appointment, note that on your log and notify the Peer Tutor Coordinator. If you are unable to keep a scheduled appointment, make other arrangements with your scheduled student as soon as possible.
2. Work with Learning Services staff members and instructors regarding any obstacles the student is having which hamper the effectiveness of the tutoring.
3. Fulfill the routine requirements of the job, such as: conducting the arranged tutoring sessions, getting basic information about each of the students, turning in the appropriate paperwork and time sheets promptly, and attending tutoring training as necessary.

## I agree to accept these responsibilities:

\_\_\_\_\_  
Student's Signature                      Date                      Phone

\_\_\_\_\_  
Tutor's Signature                      Date                      Phone