

The Teaching and Learning Center (TLC) Tutorial Services

Tutoring Contract

To maximize the effectiveness of the tutoring session, the tutor and student must read and discuss the following information carefully at the beginning of the first tutoring session. Both the student and the tutor have important responsibilities which will enable the tutoring session to address the student's specific needs. A clear understanding of the responsibilities involved in tutoring is the first step toward a successful tutoring experience.

Goals of Tutoring:

- To assist students in becoming independent learners
- To identify students' area(s) of concern
- To refer students to effective study skills techniques, such as workshops and online resources
- To assist students in reaching a higher level of competence in a particular subject area
- To assist students in becoming active in the learning process
- To aid in the development of a positive approach toward learning
- To provide a supportive and encouraging environment where learning takes place at the students' pace

The Goals of Tutoring Are Reached By:

- Engaging students in a discussion about what they know about a particular subject area
- Helping students determine what they don't know about a particular subject area; allowing them to find the answers among their academic materials (textbook, notes, etc.)
- Asking students questions to help transfer knowledge into long-term memory
- Creating opportunities for students to practice what they are learning by providing mini-quizzes or creating/accessing practice problems or grammar drills (Internet resources are plentiful!)
- Reviewing notes, homework assignments, projects, quizzes, tests and exams, etc. to identify strengths and weaknesses
- Reviewing instructors' comments on papers and other assignments to be sure students know how best to use this feedback

The Goals of Tutoring Are Not Reached By:

- Academic dishonesty
- Asking a tutor to complete a homework assignment, project, quiz, test, exam, etc.
- Completion of a student's homework assignment, project, quiz, test, exam, etc. by a tutor
- Asking a tutor to attend class in place of the student
- Tutors attending class in place of a student
- Cheating of any kind
- Engaging in negative discussions regarding a faculty member or teaching assistant's style or personality
- Debating the merits of a particular subject
- Asking a tutor to edit or proofread a paper online (without face to face contact with the tutor)
- Performance of online editing or proofreading tasks by a tutor

(OVER)

Student Responsibilities:

- Attending class consistently
- Attending all scheduled tutoring sessions
- Arriving on time (preferably early) to all scheduled tutoring sessions
- Contacting the tutor no less than 24 hours in advance if unable to attend a scheduled session
 - Students who miss a scheduled session without notifying their tutor will be marked as a “no-show.”
 - Students who have two “no-shows,” or repeated cancellations, may be dropped from a tutor’s schedule.
- Bringing textbook, notes, homework, pen/pencil, and other necessary materials to each tutoring session
- Preparing for sessions by determining what needs to be covered and sharing that information with the tutor
- Participating actively in all aspects of the tutoring session: asking questions, completing homework, etc.
- Knowing the tutor’s name and phone number
- Contacting the Director of Learning Services with concerns or questions

Tutor Responsibilities:

- Attending all scheduled tutoring sessions
- Arriving on time (preferably early) to all scheduled tutoring sessions
- Contacting student no less than 24 hours in advance should a session need to be rescheduled
 - Sessions should be rescheduled within 48 hours.
 - Tutors who miss a scheduled session without notifying the student will be marked as a “no-show.”
 - Tutors who have two “no-shows,” or repeated cancellations, may be dropped from a student’s schedule
 - Waiting at least fifteen minutes before marking student as a “no-show.”
 - Informing the Director of Learning Services if a student has two “no-shows.”
- Assisting students in identifying problem areas through question and answer
- Using examples to demonstrate concepts and theories, providing opportunity for practice
- Making appropriate referrals to workshops and online resources to help students with study skills
- Knowing each student’s name and phone number
- Confirming the next scheduled session prior to the end of the current session
- Contacting the Director of Learning Services with concerns or questions

I certify that my student tutee and I have read and discussed the information contained in this contract. I agree to work cooperatively with this student to assist her/him in achieving academic success, and to fulfill my responsibilities as a tutor.

Tutor Name (Please print): _____

Tutor Signature: _____ Date: _____

I certify that my tutor and I have read and discussed the information contained in this contract. I agree to work cooperatively with this tutor to achieve academic success, and to fulfill my responsibilities as a student tutee. I understand that tutoring may be suspended or discontinued if it is determined that I am not making an effort to benefit from such services.

Student Name (Please print): _____

Student Signature: _____ Date: _____

Student Class Level (Circle all that apply): Pathways Student; Freshman; Sophomore; Junior; Senior; Graduate Level

Course Name/Number: _____ Course Instructor: _____

Student Cell Phone Number: _____ Alternate Phone Number: _____

Student E-mail Address: _____