



Tutor Services

TUTOR CONTRACT: *Requirements for being a tutor*

In accepting employment as a tutor in S.C.C.C. Tutoring Services, I understand and agree to the following conditions.

Regarding the Course for which tutoring will be done:

- I feel competent to tutor in the subjects listed on my tutoring application.
- I am familiar, or will become familiar, with the materials currently being used in the course(s) I will tutor.
- I will talk to the course instructor if it will be beneficial to the tutoring process.
- I will not encourage, or participate in "complaint sessions" about instructors or the course.
- I will not be involved in a discussion of a student's problem with an instructor. If there is a problem, I will encourage the student to speak with the instructor to resolve the problem; if there is no satisfactory resolution, the student should contact the Department Chairperson.

Regarding the Tutor Program:

- I will complete all required forms and submit them on time.
- I will check in regularly with the Tutor Coordinator, especially regarding any problems or difficulties.
- I will attend all scheduled trainings.
- I will read and abide by the "Tutor Code of Conduct."

Regarding the Tutee:

- I will keep all scheduled appointments for tutoring, and I will notify the tutee and the Tutor Coordinator well in advance if I cannot attend a tutoring session.
- I understand that if I do not inform the tutee and the Tutor Coordinator if I cannot attend a scheduled tutoring session I will no longer be able to serve as a tutor for Tutor Services.
- I will make the best use of my time and the tutee's time during the tutoring session.
- If I feel that my tutee has a problem other than course content, I will refer them to the Learning Center for study skills or to the Counseling Center, and Notify the Tutor Coordinator.

I agree to the conditions stated above.

Print Name

Sign Name

Date