



Tutor Services

TUTORING CONTRACT: *Rules and Suggestions*

Rules:

- Make a copy of your syllabus and give it to your tutor at the first session (this will help your tutor stay current with what you're doing in the course).
- Come to every tutoring session prepared: reading assignments already done, homework at least started, bring textbook, notebook, syllabus and handouts. While you are doing your reading and/or homework, write down questions to ask your tutor.
- Tutoring sessions are **not** to be used to do homework; you and your tutor will work on the skills you'll need to do your homework yourself. Your tutor's job is not to provide answers for you. Instead, your tutor will help **you** find the answers yourself...so eventually you'll no longer need a tutor!
- Tutoring is a process that requires a commitment and respect for the relationship between you and your tutor—much like the one you have with your doctor, lawyer, or other professional. If you need to cancel or reschedule a tutoring session, you must contact your tutor at least 24 hours in advance.
- **If 24 hours notice is not given and/or you don't show up at all for one session (two sessions if you are a TRIO Student) you will not be allowed to continue with tutoring).**
- At the end of each tutoring session, please sign your tutor's timesheet.
- **Bring this contract with you to the first tutoring session.**

Suggestions:

- Keep your tutor's phone/e-mail address where you can find it easily.
- Put your tutoring session appointments in your planner NOW ("forgetting" is not an appropriate excuse).
- If you don't have a planner, you can get a FREE one at the Security Desk!
- Fill out an evaluation form at the end of the semester.
- If you have a compliment/concern/complaint about your tutor, see the Tutor Coordinator in Elston 328.

I have read and agree to these rules and suggestions.

Print Name

Sign Name

Date