

TUTOR AGREEMENT

Tutors help peers to succeed academically. They conduct tutoring sessions to clarify course content and provide study strategies.

Requirements and Responsibilities

1. Have earned a minimum grade of B+ in the course(s) for which you plan to tutor
2. Be available for the entire semester for a minimum of 4 hours per week.
3. Maintain good judicial and academic standing and adhere to College policies and procedures.
4. Must possess strong interpersonal communication skills and a desire to assist fellow students.
5. Attend and participate in orientation or training sessions as required by the Tutoring Center.
6. Adhere to tutoring schedule and tutoring appointments.
7. Maintain accurate, current, and complete records.
8. Communicate in a timely fashion with students and college staff.
9. Represent the Tutoring Center in the College community.
10. Treat all tutees with respect.
11. Use examples to demonstrate concepts and theories; provide opportunities for practice
12. Review notes, previously graded assignments, projects and/or tests to help identify strengths and weaknesses on a subject.
13. Allow the student to find the answers on their own, using their textbooks and notes.
14. Assist with practice problems (but not graded work).
15. Refrain from negative comments regarding instructors, course policy or teaching styles.
16. Do not attend class for a student or compete homework, projects, assignments or tests.
17. Be encouraging, patient and positive.
18. Refer student for outside assistance, if necessary.
19. Know the student's name.
20. Adhere to the Tutor's Code of Ethics

TUTOR'S CODE OF ETHICS

1. Best Interest: Tutors will be committed to acting in the best interest of tutees as specified by the employing organization or institute.
2. Responsibility: Tutors will take responsibility for their own behavior and work to resolve conflicts that may arise between themselves and a client.
3. Integrity: Tutors will practice and promote accuracy, honesty, and truthfulness.
4. Fairness: Tutors will exercise reasonable judgment and take precautions to ensure that their potential biases, the boundaries of their competence, and the limitations of their expertise do not lead to or condone unjust practices.
5. Commitment: Tutors will fulfill commitments made to learners.
6. Respect for Others Rights and Dignity: Tutors will respect the dignity and worth of all people, and the rights of individuals to privacy, confidentiality and self-determination.
7. Excellence: Tutors will strive to maintain excellence by continuing to improve their tutoring skills and engage in applicable professional development activities.
8. Respect for Individual Differences: Tutors will respect cultural, individual, and role differences, including those based on age, sex, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language and socioeconomic status.
9. Professionalism: Tutors will not engage in inappropriate relations with tutees.
10. Confidentiality: Tutors will maintain the highest privacy standards in terms of protecting personal information relative to those whom they tutor.

*The Association for the Tutoring Profession

I have reviewed and discussed these responsibilities and requirements and agree to its terms.

Tutor Name

Tutor Signature

Date