

## ***Tutor Agreement***

### **As a tutor for the Academic Resource Center, I agree:**

1. To make an honest commitment to assist the learning, growth and independence of tutees with whom I work.
2. To come to all tutoring sessions well-prepared with a lesson plan.
3. To understand that my work is supplementary to the instructor's; that I must not contradict the instructor but help the tutee to work within the class framework.
4. To remember that my goal is to provide the tutee with the skills and processes he/she needs to work independently rather than to do his homework for him.
5. To refer a tutee to an Academic Resource Center staff member or to an appropriate person or office of the tutee is having difficulties in other areas.
6. To keep all scheduled appointments unless and emergency makes it impossible to attend a session.
7. To keep an accurate record of time spent with each tutee and the progress that has been made.
8. To contact the tutee either by phone or email when he/she fails to keep an appointment.

### **As a tutor in the Academic Resource Center (ARC), I understand and agree to abide by the guidelines concerning the preservation of confidentiality. I understand I may not:**

1. Discuss with anyone other than my supervisor(s) any information that I learn, overhear, or read while performing my duties as a student employee.
2. Contact any administrator, faculty member, or coach without the permission of my supervisor(s) regarding any student-athlete with whom I am working.
3. Engage in any interactions that will compromise or jeopardize the professional relationship(s) that I establish with tutees.
4. In addition, I will refrain from allowing a tutee who is also a student-athlete's athletic ability or performance or specific team membership to influence my attitude toward or work with that student-athlete.
5. I will adhere to the University's written policy regarding plagiarism and cheating and other acts of academic dishonesty.
6. I understand that any violation of these guidelines will result in my immediate termination of employment with this office.

PLEASE PRINT NAME HERE \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **The Academic Resource Center will:**

1. Provide necessary training to ensure the continued quality of the tutoring relationship.
2. Be available to assist with any complications confronted by tutor and tutee.
3. Regularly seek tutor and tutee feedback concerning the tutoring program to gain input regarding service changes for the future.