

## Tutoring Contract

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### As an SSS participant receiving tutoring services, I will:

- ❖ Attend class and be committed to academic improvement
- ❖ Come prepared for each session by bringing all needed materials and reviewing what needs to be covered as well as have an agenda to share with the tutor
- ❖ Participate actively in all aspects of the tutoring session (asking questions, completing practice problems, etc.) and understand that tutors are not here to do the homework or correct the problems for me

### As an SSS tutor, I will:

- ❖ Help work sample problems, review previous problems, discuss notes and lecture material, and help review for exams
- ❖ Work to find answers to questions I don't know and explain the process of finding answers on your own
- ❖ Make you feel comfortable, listen carefully and help you to learn how to study for the subject

### Both SSS participant and tutor will:

- ❖ Be on time, have an open mind, and a positive attitude
- ❖ Make sure the tutoring environment is conducive to learning (no interruptions, pressure, or fear of failure)
- ❖ Be respectful of one another and the time you have by not using cell phones during session
- ❖ Tutor session will take place in Ceres 339A, 401, or 404.

**Attendance Policy:** Unless there is an emergency, you are expected to attend all tutor appointments. All appointments cancelled in less than 24 hours will be considered a *No Show*. Both student and tutor are asked to wait **15 minutes** for the other to show up, before leaving.

### SSS Participant:

- **First and Second No Show:** Tutor completes red "No Show Record" form. Student is reminded of tutoring policies. TutorTrac will automatically consider it a missed appointment and will generate an email to notify the student of the No Show.
- **Third No Show:** Tutor completes red "No Show Record" form. A student who has 3 unexcused No Shows will be automatically restricted from making future tutor appointments on TutorTrac. Student will need to meet with their assigned advisor before continuing tutoring services.

### SSS Tutor:

- **First No Show:** Student completes red "No Show Record" form. Tutor will be reminded of attendance policy.
- **Second No Show or repeated cancellations:** Tutor must meet with Tutor Coordinator and will be placed on employment probation if there is no explanation for No Shows.
- **Third No Show:** Termination from tutoring position.

Student \_\_\_\_\_ Tutor \_\_\_\_\_ Date \_\_\_\_\_

(Please PRINT NAME if signature is not legible)