

# Contract for Students and Tutors - Weekly Assigned Tutoring

## TUTORING PHILOSOPHY

In adherence with the Undergraduate Tutorial Center's (UTC) philosophy, peer tutors work towards helping students become independent learners. As such,

- The student agrees to come to tutorial sessions **prepared**: having **attended class and taken notes**, with all **necessary books and materials**, having **attempted homework** and **read assignments**. *Please note students who come unprepared more than once will be charged with a no-show.*
- The tutor is a successful student, **not a teacher or expert**, will **not do the student's work**, and is a good resource, but **not responsible for the student's final course grade**.

## WEEKLY APPOINTMENTS

Both the student and the tutor agree to **meet for 2 hours every week**, and to not meet more than the weekly allotment assigned by the UTC (i.e., 2 or 3 hours, as stated in the email from UTC). *Failure to meet for 2 hours each week throughout the semester will result in the student being switched to the Sign-Up program.* Both parties have agreed to the following meeting times each week for the entire semester (through Dead Week):

Day: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_  
Day: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

**If either the student or tutor cannot make a scheduled session**, s/he agrees to contact the other person by \_\_\_\_\_ (time) the day before the appointment. Any contact made after this time **or** failure to arrive to the appointment will count as a "no-show." *Two no-shows (including any no-shows in Sign-Up or WSTS) will result in the loss of tutoring by appointment for the remainder of the semester and conditional approval of use for subsequent semesters.*

Best method of contact for tutor (circle one): phone/email/cell phone/other \_\_\_\_\_

Best method of contact for student (circle one): phone/email/cell phone/other \_\_\_\_\_

Both the student and the tutor agree to **arrive to sessions on time**. "Late" is considered more than **5** minutes after the scheduled beginning of a session. If the student is late to scheduled sessions more than **2** times, the student will be charged with a "no show." The UTC should be contacted **immediately** if chronic lateness or late cancellations are on the part of the tutor.

## TIME SHEETS

The student and the tutor are jointly **responsible for ensuring that time has been accurately recorded** on time sheets (rounded to the nearest quarter hour). Time sheets should be completed **in ink** by both parties at the **end** of the tutoring session, with the student's signature verifying the accuracy of the recorded time.

## SUPERVISION OF TUTORS

The UTC continually strives to improve our tutoring services through direct supervision of our tutors. Tutors currently enrolled in ECI 210 are required to videotape one tutoring session, while supervisors observe returning tutors several times each semester. If the tutor asks the student to videotape a session or have a supervisor present at a session, s/he is not required to do so and will not be penalized should s/he choose not to participate; however, the student's support is greatly appreciated. Note that videotapes are seen **only** by the tutor and the course instructor. The sole purpose of both videotapes and observations is to improve the tutor's performance.

Tutor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tutor's supervisor: \_\_\_\_\_