

Student Success Center
Special Support Services (SSS)
Tutoring Contract

This contract is designed to maximize the effectiveness of tutoring by having both the tutor and tutee discuss goals and expectations of the tutoring relationship prior to the commencement of tutoring.

A clear understanding of each party's responsibilities becomes the first step toward a successful tutoring experience. Should either party be unwilling or unable to meet the responsibilities outlined below, they should contact the SSS Assistant Director for Tutoring Services immediately at 256-0195.

GOALS OF TUTORING

- Assist students in becoming independent learners
- Identify student's area(s) of concern
- Expose students to effective study skill techniques (e.g., note taking, time management)
- Assist students in reaching a higher level of competence in a particular subject
- Assist students in becoming active in the learning process
- Aid in the development of a positive approach toward learning
- Provide a supportive and encouraging environment where learning takes place at the student's pace

TUTEE'S RESPONSIBILITIES

- Attend class on a consistent basis
- Attend all scheduled tutoring sessions
- Arrive on time or early for all tutoring sessions
- Bring all academic support materials to each tutoring session (textbook, notes, homework, pen/pencil, etc.)
- Prepare for each session by reviewing what needs to be covered and bringing an agenda to share with the tutor
- Participate actively in all aspects of the tutoring session (asking questions, completing practice problems, etc.)
- Know the tutor's first and last name and contact information; have it accessible at all times
- Contact the tutor via phone and e-mail more than six (6) hours in advance if you have scheduling conflicts
- Type your student ID# on session records each time you meet (this is your legal signature)

TUTOR'S RESPONSIBILITIES

- Attend all scheduled tutoring sessions and arrive on time or early
- Work with the student to set an agenda at every tutoring session
- Assist students in identifying problem areas through a question and answer method
- Use examples to demonstrate concepts and theories, providing opportunity for practice
- Incorporate academic skills when possible; see Assistant Director for Tutoring Services or Academic Skills for suggestions/ideas
- Know tutee's first and last name and contact information; have it accessible at all times
- Contact the student and Assistant Director for Tutoring Services via phone and e-mail more than six (6) hours in advance if you have scheduling conflicts
- **Confirm the next scheduled session prior to the end of the current session**
- Wait fifteen (15) minutes before marking a student as a "no-show"; e-mail and call them after the first five (5) minutes of waiting
- Have the tutees "sign" the session records using their student ID#; you may not do so for them

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GOALS OF TUTORING ARE ACHIEVED BY

- Contacting the SSS Assistant Director for Tutoring Services with concerns or questions via phone (334.256.0195) or in person (McIver Building Room 142 E)
- Setting an agenda at the beginning of every session
- Engaging students in a discussion about what they know about a subject
- Helping students determine what they don't know
- Allowing students to find the answers among their academic materials (textbook, notes, etc.)
- Asking the student questions to help process information and transfer knowledge into long term memory
- Reviewing notes, completed homework assignments, projects, quizzes, and/or tests to identify strengths and weaknesses
- **Admitting when the answer cannot be found and making a list of questions for the professor**

GOALS OF TUTORING ARE NOT ACHIEVED BY

- Academic Dishonesty
 - e.g., Asking tutors to read over papers and correct them, complete them, or having them complete homework assignments, quizzes, projects, tests, etc.
 - e.g., Asking a tutor to attend class or having them attend class in place of the student, or providing notes if the student is absent from class
 - e.g., Cheating of any kind
- For a complete listing of Academic Integrity policies, refer to the Office of the Dean of Students website at <http://academicintegrity.uncg.edu/complete/>.

ATTENDANCE POLICY

1st No Show or No Show/Cancellation

- Tutee and Tutor will review this Signed Contract and Attendance Policy

2nd No Show or No Show/Cancellation

- Tutee ➤ Temporary suspension of tutoring services until tutee meets with the Assistant Director for Tutoring Services; documentation of this meeting will be placed in your file
- Tutor ➤ Tutor will meet with the Assistant Director for Tutoring Services and a disciplinary action form will be placed in the tutor's file

3rd No Show or No Show/Cancellation

- Tutee ➤ Suspension of tutoring services and meeting with the Assistant Director for Tutoring Services to discuss permanent revocation; documentation of this meeting will be placed in your file
- Tutor ➤ Tutor will meet with the Assistant Director for Tutoring Services and discussion of dismissal as an SSS Tutor will take place

Definitions Bank

No Show = tutee or tutor did not show for a tutoring session

No Show/Cancellation= tutee or tutor cancelled in advance but it was not six (6) hours or more

Cancellation= tutee or tutor cancelled six (6) hours or more in advance

Three (3) Cancellations = One (1) No Show

I certify that my tutor and I have read and discussed the information contained in this contract. I agree to work cooperatively with this tutor to achieve academic success and to fulfill my responsibilities as a student tutee.

Tutee Name (Please print): _____

Tutee Signature: _____ Date: _____

I certify that my tutee and I have read and discussed the information contained in this contract. I agree to work cooperatively with this student to assist her/him in achieving academic success and to fulfill my role as a tutor.

Tutor Name (Please print): _____

Tutor Signature: _____ Date: _____