Peer Tutoring is a service provided to requesting students at no charge. The tutor and the tutee bear responsibilities and should agree to be active participants in the tutoring relationship. At your first tutoring session, get acquainted, have some fun, and agree to honor this partnership by signing the agreement below. The tutor and tutee keep the designated copies and return the white copy to the SSC.

As a tutor, I acknowledge that I am responsible to:
- Attend tutor training every semester
- Attend all scheduled tutoring sessions on time
- Not exceed the allotted hours of tutoring
- Review course content and teach skills such as note taking and test taking
- Communicate with the tutee’s professor to determine suitable strategies
- Identify specific problems that are hindering tutee progress in the course work
- Support and encourage tutee with honest and appropriate feedback
- Interact skillfully, creating a positive learning environment
- Have some knowledge about different approaches to learning

Tutor’s Printed Name_________________________ Tutor’s Signature_______________________ Date ___________

As a tutee, I acknowledge that I am responsible to:
- Attend all classes and take good notes (your tutor is not a substitute for your professor)
- Attend all scheduled tutoring sessions on time
- Bring books, notes, and returned assignments and tests to each session
- Read assigned chapters and do homework before each session
- Bring questions that come up while studying
- Talk with my professor when I have questions
- Incorporate tutor’s suggestions for learning modifications
- Analyze what I know and do not know

Tutee’s Printed Name_________________________ Tutee’s Signature_______________________ Date ___________

Because tutoring cannot be effective without both partners fulfilling their responsibilities, tutees or tutors who have concerns about their partner’s willingness to honor the contract should speak with the Tutor Program Coordinator and/or the Director of the SSC who will facilitate a resolution.

**ATTENDANCE POLICY FOR TUTEE**

I understand that if I cannot keep a scheduled appointment, I must notify my assigned tutor at least 24 hours in advance whenever possible. **Any session canceled one (1) hour or less before the scheduled time is counted as a “no-show.”** I will be charged a $15.00 fine for each missed session. If I miss more than two (2) sessions in a semester without notifying my tutor, I may lose my tutoring privileges.

If I no longer need tutoring, I will notify my tutor and the Tutor Program Coordinator in the SSC at x5005.

My tutor explained this policy to me at our first meeting. My initials below indicate that I understand this policy and the consequences of not attending my scheduled tutoring sessions. ___________ (initials)

White Copy-Student Success Center   Yellow Copy-Tutor   Pink Copy-Tutee  3/11/2015