



TUTOR-STUDENT CONTRACT

Semester: _____ Course(s): _____

Tutor: _____

Student: _____

Phone: _____

Phone: _____

Call Text

Call Text

Initial

1) Responsibilities of the Tutor:

_____ The Tutor shall be attentive and knowledgeable about the student's course content and progress.

2) Responsibilities of the Student:

_____ I understand the SSS program hires and trains the tutors who are paid through the program. As long as I participate in the SSS program as an eligible student, the tutoring is free of charge.

_____ I agree to provide my Tutor with a copy of the course syllabus and schedule of exams and assignments.

_____ I will study, complete homework, and identify the problem areas needing clarification before coming to tutoring sessions.

_____ I agree to meet with the Tutor as noted on this contract. If I need to increase my number of hours, I should contact my SSS Academic Advisor.

_____ I will continue the tutoring session each week until the end of the semester, even if I improve my grade after tutorial assistance. Tutoring can only be cancelled for the following reasons: withdrawal from course, tutor-student conflict, suspension of tutoring services.

_____ In order for the program to commit continuous services to me, I can only miss a tutoring session if I face an emergency. When I miss tutorial session, the tutor informs the Tutor Coordinator and records it.

_____ When I miss a session for the third time, the privilege of having a tutor will be withdrawn (suspended) to enable another student in the program to benefit from tutoring.

_____ To reinstate tutoring, I understand that I am required to submit a written statement to my Academic Advisor explaining the circumstances and providing reasons to resume tutoring. I will meet my Academic

3) Responsibilities of Tutor and Student:

_____ We shall contact each other at least _____ hour(s) in advance if either is unable to attend a session. The make-up session should be determined at the time of cancellation and noted on the timesheet.

_____ We agree to be prepared and be on time for all sessions.

_____ We shall wait 15 minutes before counting the session as being an unexcused absence for the late party.

_____ We agree not to miss tutoring sessions unless it is unavoidable. Missed appointments must be made up within the same week unless prior approval has been granted by the Tutor Coordinator.

_____ We understand that signing off for more hours than actually tutored is grounds for immediate termination of both parties from the program.

_____ We agree to make an appointment with the student's advisor to complete a Mid-Semester Conference. The Tutor must complete a student evaluation and send it to the advisor prior to the appointment.

_____ We agree to complete the mandatory evaluations due by the end of each semester: Student (Tutor Evaluation) and Tutor (End of Semester Tutor Evaluation of Student).

_____ We agree that non-compliance or a violation of any part of this contract would result in termination of current/future tutorial assistance.



The Tutor and Student agree to meet as scheduled:

Course 1 (Ex: Math 111) _____

Day: _____ Day: _____ Day: _____
Time: _____ Time: _____ Time: _____

Course 2 (Ex: Math 111) _____

Day: _____ Day: _____ Day: _____
Time: _____ Time: _____ Time: _____

Tutor Date Student

SSS Advisor

INITIAL CONTACT REPORT

Contact student immediately within 48 hours. Return form to Tutor In-Box within 4 days if student does not respond to your contact attempts.

Attempted Contacts

| | Date | Time | Outcome |
|----|-------|-------|---------|
| 1) | _____ | _____ | _____ |
| 2) | _____ | _____ | _____ |
| 3) | _____ | _____ | _____ |
| 4) | _____ | _____ | _____ |

Meet & Greet Session

| | Date | Time | Outcome |
|----|-------|-------|---------|
| 1) | _____ | _____ | _____ |

Planned Contract Signing Session

| | Date | Time | Outcome |
|----|-------|-------|---------|
| 1) | _____ | _____ | _____ |

For use by Tutor Coordinator:

