



## SSS PROGRAM-TUTOR CONTRACT

The goal of SSS is to assist limited income, first generation college students, and/or students with disabilities to successfully complete their course work and graduate from Wichita State University. As a Tutor, your objective is to assist students to successfully complete their course work and motivate them to improve their grades and GPA.

To assist us in achieving our program objectives,

\_\_\_\_\_, is hired as an SSS program tutorial staff member.

As a tutor, your responsibilities include the following:

1. Attending all Tutor Training sessions at the beginning and ending of each semester.
2. Checking your mailbox weekly unless notified otherwise.
3. Providing weekly tutoring in at least one subject to students assigned to you.
4. Assisting in the development of positive study habits, study skills, and learning modalities of tutored students.
5. Providing regular feedback to SSS Academic Advisors on your student's academic progress.
6. Completing and submitting your time logs and timesheets electronically by the due date as required. (Failure to submit time and hours worked on time may jeopardize the receipt of your pay check. There is no guarantee that you will be paid retroactively.)
7. Attending a Mid-Semester Conference with all students you are tutoring and their advisors.
8. Contributing to the continuous improvement of the quality of the tutorial process.
9. Completing an End of Semester Tutor Evaluation of Student for all students tutored.

**Failure to comply with the above responsibilities are ground for termination of employment.**

*When students request a tutor, they are expecting services for the full semester. As a tutor, you are required to provide services to assigned students for the semester. Please note that your signature on the Tutor-Student Contract is a binding commitment. Tutors are assigned only as many students as they can assist; therefore, when you decide to leave tutoring in the middle of the semester, it puts the program in a bind. Please note when you sign a contract with a student, your signature indicates you will provide tutoring for the full semester. If for any unforeseen reason you find it necessary to resign your position, you must provide the Tutor Coordinator two weeks notice in the form of a letter as well as find a replacement tutor for your student (subject to the Director's approval).*

The basic policies, procedures, and expectations of a tutor's job performance will be explained to you during the tutor training at the beginning of each semester.

I hereby understand and intend to work diligently and effectively in the Tutorial and Training Component of Student Support Services at Wichita State University.

\_\_\_\_\_  
Tutor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tutor Coordinator



## Maintaining Confidentiality of Student Records

**Objective:** To protect students and the university from the damage that can be caused by the unauthorized/inappropriate or illegal disclosure of information.

**The Law:** The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which requires that the institution maintain the confidentiality of student education records.

No one outside the institution shall have access to, nor will the institution disclose any information from student education records, without prior written consent of the student(s); except to personnel within the institution who have a legitimate educational interest, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act. See the "Release of Student Information Policy" in the Schedule of Courses.

**Parents:** Parents may have access to a student's grades only if they claimed that student as a dependent on their last year's federal income tax return and complete a request form each semester (available from the Registrar's Office).

**ACCESS VIA COMPUTER TERMINALS:** Within the Wichita State University community, only those members, individually or collectively, acting in the student's educational interest are allowed access to computer based student education records. That access is granted in response to a specific internal "need-to-know" of the college/department. Use of that access for any other purpose raises the distinct possibilities of legal liability. Each office with access to student files must establish procedures to ensure that:

- there is a need-to-know when a specific record is accessed;
- only authorized personnel use the terminal to access student records;
- these personnel do not release information about students to other parties, particularly outside the institution.

**AVOIDING PROBLEMS:** Graded materials being returned to students must be distributed in such a manner that one student does NOT have the opportunity to view any other student's grade. Please do not give out ANY student information to "third parties." There are central offices on campus that do disseminate "Directory Information" when appropriate. If someone has been unable to get certain information from the Registrar's Office or the Information Center (RSC), there probably is a very good reason. Under NO circumstances should a student's social security number and/ or their class schedule be released to a third party. Using information, and releasing information are two different things. Having access to information for a particular use is NOT authorization to release the information to anyone else. Student files or lists of students should be locked up, out-of-sight, when not in use and when the office is closed.

Students are entitled to view, and obtain a copy of their own records. However, the Registrar's Office and the college offices already accommodate those requests, following certain specific procedures. Any department with mainframe access should not use their access to accommodate individual students who wish to view their own records. (Such requests do NOT have to be accommodated instantly.)

The concept of "need-to-know" applies to faculty as well as to other "third parties." An instructor may need certain information about students in his/her class; an advisor may need information on his/her advisees. Otherwise, it is difficult to establish a "need-to-know" for the average faculty member.

Only personnel, who have been approved by the Department Chairperson (or College Dean) and have signed a Confidentiality Statement, should be permitted to view/access student files.

In other words, if you are working with student records of any kind, do not leave them lying out anywhere. Do not have them situated so that someone walking into the office can see the records you are working with. And do not talk to anyone about what you have seen in student records.

### Complete FERPA and WSU Student Employee training

You can find the links to these two trainings in your myWSU account under the myFinances tab. Complete these trainings and print the final page on each that states you have completed the training and turn the pages in to the SSS Assistant Director.

## Photo Release Form

I grant to TRIO Student Support Services (SSS), its representatives and employees, the right to take photographs of me and my property in connection with all SSS/TRIO related activities. I authorize SSS, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that SSS may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising and Web content.

I have read, agree to the above terms, and understand that they are required as part of my employment with TRIO Student Support Services.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_