

Tutoring Contract

As a tutor, I will do the following:

1. check my email frequently for new tutoring assignments.
2. contact my assigned students within 24-48 hours of receiving the email assignment from the CTLE.
3. return all completed tutorial agreements to Mary Ellen Pichiareello or leave in the Tutoring Center.
4. schedule the tutoring sessions for no more than one hour in length.
5. notify Mary Ellen Pichiareello or Tom Leong if an assigned student does not respond to email messages.
6. notify Mary Ellen Pichiareello or Tom Leong if a student misses more than two tutoring sessions without giving advance notice.
7. enter my Tutor Progress Notes and Work Study Payroll Hours into UIS at the end of every session or at the end of the pay week.
8. keep the lines of communication open with the CTLE staff members if there are scheduling problems with a student or need to discuss the progress of a student.
9. ask questions if you do not understand something presented in the tutor training modules or any other aspects of the tutoring program.
10. keep in mind the characteristics of a **GOOD TUTOR**

- A positive outlook: The belief that things can be changed through action
- A desire to help others: The willingness to become involved with people at first hand and in depth.
- Empathy: The ability to feel what another person is feeling
- An even disposition: Patience, gentleness, understanding and fairness
- An open mind: A willingness to accept other people and their point of view
- Initiative: The ability to see what needs to be done and to do something about it
- Enthusiasm: A liking for your subject, and a wish to share it with others
- Reliability as a worker: punctual, dependable, steady

This contract must be printed, signed and given to Mary Ellen Pichiareello or Tom Leong before any tutoring assignments will be made.

Signature

Date