**STUDENT SUPPORT SERVICES**

**STUDENT/TUTOR CONTRACT**

**Both the Student and Tutor agree to the following:**

1. To be on time for all appointments.
2. To be prepared for each tutoring session.

a.) For the student, this means:

* 1. Complete any necessary reading before your appointment.
	2. Bring the necessary materials including textbook, lecture notes, review sheets, current assignments, and course syllabus.
	3. Attempt to complete the homework assignments on your own before your scheduled appointment.
1. For the tutor this means:
	1. Bring appropriate forms to be completed at the end of each session.
	2. Complete necessary reading, lesson plans, or homework before the scheduled appointment.
2. To be productive during the scheduled appointment. This means no excessive socializing.
3. To meet during the scheduled days and times at the agreed upon location. (in SSS unless otherwise approved)
4. To complete the tutor time sheet and daily evaluation at the end of each session.
5. To complete end of semester evaluation.
6. To regularly attend all classes.

**If the Student or Tutor is unable to make a scheduled appointment:**

1. The student/tutor must call the Tutor/Student and leave a message at least **2 hours** before the scheduled appointment. Any call made less than two hours before will be treated as a “no show’. A tutor unable to make a scheduled appointment must also call and speak with or leave a message for the Tutor Coordinator.
2. If a student is a “no show,” the tutor will mark it on his/her time card, complete the failure to show form and call the student regarding the missed appointment. If the tutor is a “no show”, the student should inform the Tutor Coordinator. Repeatedly missing tutor appointments could result in the termination of tutoring privileges.
3. I have read the information on this contract and agree to my responsibilities in keeping this contract valid. I agree that a violation of any part of this contract or the college policies will result in the termination of tutorial assistance. I also realize that forging hours that were not tutored will result in the dismissal of both the student and the tutor from the program.

**Please identify the days, the times, and the location you agree to meet:**

Student Name (Print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tutor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Day:*** | * ***Mon***
 | * ***Tues***
 | * ***Wed***
 | * ***Thurs***
 | * ***Fri***
 | * ***Sat***
 | * ***Sun***
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Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . m. Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Original copy must be turned into the Tutor Coordinator in Harper Center 4008.**