CETL Tutor Expectations and Agreement
2014-2015

Tutors should:

- Attend the required number of training classes.
- Show up for tutoring sessions prepared and on time.
- Not disclose any information about students with others, except for the staff members within CETL associated with the tutoring program. Tutors who wish to speak with their students’ instructors regarding the student’s particular concerns should ask the student for permission and confirm via email. **Confidentiality is essential.**
- Model appropriate study skills and acceptable behavior.
- Conduct themselves in a professional manner while tutoring (for example, no phone calls or texts should be made during a session).
- Not let their own attitudes about school, instructors, TAs, etc., influence their behavior during a tutoring session.
- Complete and maintain accurate records of each tutoring session.
- Check their email regularly for messages from CETL and/or from their student(s).
- Where appropriate, confer with the student’s course instructor, TA and/or course Blackboard to obtain general information about the course.
- Accept reasonable responsibility for the security and tidiness of CETL rooms if sessions are to be held in CETL.
- Make every effort to contact the student 24 hours prior to the scheduled meeting time to reschedule if needed.
- Report as requested to the assistant director and/or tutoring assistant.

The following section will be completed during tutor training:

I ____________________________________ accept the appointment as a tutor according to the tasks and conditions above.

Tutor Signature__________________________ Date_____________

CETL Asst Dir__________________________ Date______________