

Clatsop Community College
Tutoring Center, Library Learning Commons

Tutoring Expectations/Agreement form

INFORMATION ABOUT YOUR TUTORING SESSION

Tutor's Name: _____ Subject: _____ Today's date: _____

Tutor's Phone Number: _____ Tutor's Email: _____

Weekly Appointment Days and Times: _____

CLATSOP COMMUNITY COLLEGE TUTORING CENTER ATTENDANCE POLICY

Clatsop Community College offers free one-on-one and group tutoring sessions to all CCC students. Students who miss their regularly scheduled appointments inconvenience their tutors and negatively affect the availability of tutors for students who need them. In an effort to make the best use of resources and tutors, we have created this attendance policy.

ATTENDANCE POLICY FOR STUDENTS RECEIVING TUTORING

1. Attend all scheduled appointments.
2. Arrive on time and come prepared to be an active learner.
3. If you have to cancel your appointment, it is your responsibility to contact your tutor at **least 24 hours in advance**. You must also let the Tutor Coordinator know.

LOSS OF TUTORING PRIVILEGES

Your ability to receive free tutoring can be lost due to any of the following actions:

1. Not contacting your tutor and the Tutor Coordinator at least 24 hours in advance to cancel appointments (will count as a missed appointment)
2. Having two missed appointments in a row
3. Repeatedly cancelling appointments (even if you've given enough notice)
4. Missing the first tutoring session
5. Repeatedly showing up for tutoring sessions late

Any of the above behaviors can result in your tutor being reassigned to a new student, and/or your loss of tutoring for the remainder of the term. Notification of removal from tutoring will be sent through the email address provided.

TUTORING CENTER TUTOR/STUDENT EXPECTATIONS

In order to get the most out of your tutoring sessions, it is important to clearly understand what you can expect from your tutor and what your tutor can expect of you. Please read through these together and discuss any questions or concerns you have during your first tutoring session.

WHAT YOU CAN EXPECT FROM YOUR TUTOR

1. Respect.
2. Confidentiality.
3. Your tutor will respond to emails, phone calls, or texts within a reasonable amount of time.
4. Your tutor is committed to helping you learn. This means *not* doing your work for you.
5. Your tutor will arrive on time and be prepared for your tutoring session.
6. If your tutor needs to cancel an appointment, they will contact you 24 hours in advance. Your tutor will then offer to schedule a make-up session with you.

WHAT YOUR TUTOR CAN EXPECT FROM YOU

1. Respect
2. If you can't make it to a session, you will call, text, or email your tutor at least 24 hours in advance. You can ask to reschedule the session, but your tutor is not required to accept.
3. You will come on time to scheduled tutoring sessions.
4. You will come prepared to your sessions. This includes bringing your book, graded assignments, notes and specific questions.
5. You understand that your tutor will not do your work for you.
6. You want to learn, and you understand that ultimately your success is up to you.

STUDENT: Keep a copy of this document for your records. **Tutor:** Make sure the entire document is thoroughly completed. Keep one copy for yourself, give one to the student, and submit one to the tutor coordinator. This can be scanned and emailed, texted, or a hard copy can be delivered.

Student's Name: _____ Today's Date: _____

Student's Email: _____ Student's Phone: _____

Subject/Instructor: _____

Weekly Appointment Days and Times: _____

The student and tutor both understand the policies and expectations listed above:

Tutor Signature: _____ Today's Date: _____

Student Signature: _____ Today's Date: _____