

Peer Assisted Learning – Tutoring Agreement

1. I will attend class. I realize that tutoring is not a substitute for class attendance.
2. I understand that my tutor is not going to re-teach the information, but will share with me strategies and tools that will allow me to process the lecture/lab information more effectively.
3. I will make an appointment with Ms. Hornback, Education Specialist, if I need assistance with time management, or study skills (note-taking, test-taking, etc.).
4. I will come to tutoring appointments prepared with questions and will have reviewed the material on my own beforehand.
5. I will notify my tutor if I am unable to make a session and will always give at least 24 hours notice.
6. I understand that my tutor may NOT assist me with assignments that I must turn in for a grade.
7. I understand that if I miss two tutoring sessions during the semester, I will no longer be eligible for tutoring. I understand that arriving more than 15 minutes late is equivalent to missing a session.
8. I will respond to emails from my tutor and Education Specialist within 24 hours.
9. While Peer Tutors try to be flexible, I realize that my tutor's time is limited; therefore I will not be able to repeatedly cancel and reschedule my appointments.

I have read and understood the terms of this agreement with the Office of Student Development peer tutoring program. I understand that if I do not follow the guidelines listed above, that I may no longer be able to utilize tutoring services.

Signature

Date