Group Tutor Agreement

Welcome to the Academic Advising & Support Office - Group Tutoring Program. We are delighted that you have decided to join us as a Group Tutor. By accepting this position, you agree to the following for the duration of your employment as a Group Tutor:

• Attend and fully participate in tutor training and regular staff meetings.
  o Failure to attend a staff meeting without prior approval will result in a delay in the payroll procedure.
  o More than two staff meeting absences may result in termination.
• Inform the program coordinators, mentor, and instructor of difficulties that students are having with the course material and/or group interactions.
• Regularly check email for updates about study groups and promptly respond to email messages from the program coordinators, mentor, and instructor.
• Show up to assigned study group sessions on time and well prepared.
• Notify the students in the study group, mentor, and the program coordinators prior to the session start time if you are unable to attend and need to reschedule.
• Notify the program coordinators, mentor, and students of any planned schedule changes.
• Take and turn in accurate attendance for each of the sessions.
• Complete and submit accurate timesheets by the appropriate due date.

Weekly expectations:
• Flawless Paperwork (on time, no errors), tracked by program coordinators
• Full Participation in Staff Meeting (on time, involved), tracked by mentors
• Workshop attendance, tracked by mentor/presenter.

❖ FAILURE TO PERFORM THE ABOVE LISTED DUTIES WILL RESULT IN A MEETING WITH LOUISE TYO, DIRECTOR OF TUTORING. AFTER THE FIRST WARNING AND THE BEHAVIOR CONTINUES, YOU RISK TERMINATION.

Name (please print) _____________________________________________________________

Signature ___________________________________________ Date ______________________

Academic Advising and Support Office – Group Tutor Expectations/Code of Ethics
aso@potsdam.edu 315-267-2795
The National Tutoring Association is dedicated to providing its members with opportunities to achieve and maintain high professional standards for tutors and administrators of tutoring programs and services.

- I understand my role as a tutor is to guide students to do their own work using the best learning approach possible.
- I will provide honest feedback in the form of positive praise and/or constructive suggestions to students I serve in a manner beneficial to their overall learning.
- I will demonstrate faith in each student's learning abilities understanding my primary goal is helping them discover and develop skills needed to reach their desired educational outcomes.
- I understand my relationship to each student I tutor is professional and not personal.
- I will respect and be sensitive to students’ cultural background and personal value system; keeping in mind their personal dignity.
- I recognize I will not have answers to every question asked. Therefore, I will seek assistance in finding answers to the student's questions and/or directing the student to “how” and “where” appropriate resources are for the information needed.
- I will maintain accurate records of tutoring sessions to fulfill expectations & requirements which exemplify excellence in tutoring.
- I will respect each student's personal dignity at all times.
- I will be on time for tutoring all appointments understanding excellence does not compromise time nor make excuses.
- I will keep information about all students I work with confidential.
- I understand the ultimate goal is to assist students in discovering how he/she best learns. I will accomplish this by helping each student develop the skills needed to achieve their best educational outcome.
- I will share any concerns I have with my supervisor.
- I recognize the win-win relationship tutoring fosters. I expect to learn along with each student I assist.
- I will keep current in both my subject area(s) and learning methodologies.
- I will remain flexible to my approach to student learning, respectful of the various learning styles and preferences.
- I will share techniques for improving study skills with students; respecting their differing learning styles and preferences while exhibiting excellence in my approach to the content being tutored.

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