Welcome to the Group Tutoring Program! These groups are designed to help strengthen your understanding of the course material through collaboration with your peers. Preparation and participation of each member are crucial to the success of the tutor group. To ensure all group members have a successful experience, we ask that you commit to the following:

☐ Check your Potsdam email account often and respond to my tutor as soon as possible, but no later than a 24-hour timeframe.

☐ Attend all regularly scheduled group sessions. TWO excused absences will be permitted, but any future absences need to be approved by the program coordinator. An excused absence is defined as a legitimate scheduling conflict due to another event, illness, or emergency.

☐ Notify your Group Tutor in advance of any absence. Your Tutor takes attendance at every tutor session and notes your reasons for missing a session.

☐ Prepare for every group session and participate in each group session in a constructive manner. Complete all assigned readings, homework, etc. and generate questions to ask during tutoring. Respect differences in students’ levels of understanding and offer assistance when appropriate.

CONTINUED ENROLLMENT IN THE GROUP TUTORING PROGRAM IS CONTINGENT ON STUDENTS ADHERING TO ALL OF THESE EXPECTATIONS.

__________________________________________  ___________________  __________
Student’s Printed Name                       Signature                          Date

__________________________________________  ___________________  __________
Tutor’s Signature                            Date