UNIVERSITY TUTORING
Peer Tutoring Contract

All participants are expected to abide by the following policies. Please read each policy carefully and write your initials in the space provided at the left of each item. Then sign and date at the bottom of the form. Write legibly in pen and press hard!

Tutee Initials

_____ A student in a class or 3 or more credits may receive a maximum of three hours of tutoring per week, whether in a group, individually, or a combination of both. Because tutoring resources are limited, we cannot normally offer one-on-one tutoring; a tutee will ordinarily be assigned to a group.

_____ The tutor and tutee must agree upon a time and place for each tutoring session and show up on time. A list of approved tutoring locations is available online at www.isu.edu/ctl/cat.

_____ If either the tutor or the tutee is unable to attend a tutoring session, s/he agrees to inform the other at least ______________ before the scheduled session.

_____ Neither party may call the other earlier than ____________ or later than ______________.

_____ If a tutor misses a scheduled tutoring session without the agreed-upon advance notice, the CAT office should be contacted immediately at cat@isu.edu.

_____ If a tutee misses a scheduled tutoring session without the agreed-upon advance notice, the tutor will not wait more than 15 minutes beyond the scheduled starting time.

_____ If a tutor misses a tutoring session without the agreed-upon advance notice, the tutor will mark that absence on the time card with a "no show" and the tutee must initial the missed session. If the tutee has already missed a tutoring session, any second absence without the agreed-upon advance notice will result in termination of tutoring. A tutee who wishes to challenge this action may contact the CAT office at cat@isu.edu.

_____ Each tutoring session must be recorded on a tan time card. The starting, stopping, and total times for the session must be entered on the form before the tutee initial the time worked and must be accurate to the nearest five minutes.

_____ Tutors are available to help tutees with course content. They are not substitutes for missed lectures and tutors will not do coursework for tutees. Tutees should be prepared for tutoring sessions just as they should be prepared for class. This means reading textbooks, studying notes, and working through assignments before meeting with a tutor. Tutoring may be terminated if a tutee is habitually unprepared.

_____ A tutee can expect to have the attention of the tutor for the entire session without significant interruption; to learn strategies for effective study and exam preparation; and to make final decisions about the work done in a tutoring session. A tutee with concerns about the tutoring process may contact the CAT office at cat@isu.edu.

_____ Tutoring is suspended at 5 pm on the Friday before Finals Week. No tutoring takes place during Thanksgiving and Spring breaks.

Tutor (printed): ________________________  Tutee (printed): ________________________

Tutor’s Signature________________________  Tutee’s Signature:_____________________

Date: ________________________________  Course: ________________________________