

LSS Tutee Code of Conduct

Tutoring Agreement

Code of Conduct

1. Prepare for the tutoring session.
2. Bring textbook, syllabus, test, notes, previous papers, current assignments, and any other material that will help the tutor understand what needs to be accomplished.
3. Tutoring sessions are by **appointment only** and **must** be arranged through Learning Support Services (LSS).
4. Expect the tutor to ask questions and make **suggestions**.
5. Your tutor will not do work that you should do, such as proofread.

Student Agreement

1. I will meet my tutor at the agreed-upon times.
2. If I am unable to attend a tutoring session, I will notify my tutor **at least 4 hours in advance**.
3. If I miss more than two sessions, my tutorial services will be discontinued for the remainder of the semester. At my request, unusual or extenuating circumstances can be evaluated for **possible** continuation of my tutorial support.
4. I understand that tutorial services are **supplementary** to my classroom instruction and not a substitute for it and that my tutor will not teach material I missed by not attending class.
5. I agree to attend class regularly and complete my assignments on time.
6. I agree to try any new learning strategies my tutor teaches me.
7. I agree to evaluate the quality of tutorial service as requested by the LSS staff.
8. If the tutorial service I receive is not satisfactory or beneficial to me, I agree to discuss the situation with the LSS staff immediately.
9. I agree to allow the tutor to discuss my progress with the LSS staff. Outside of discussions with LSS staff, I understand that my tutor will keep details of my tutoring sessions **confidential**.
10. I agree to follow Southern's dress code as outlined in the student handbook.

Student's Signature

Date

Student's Printed Name

Revised 07/05/12