

**Academic Success Center
College of Siskiyous**

CONTRACT FOR TUTORS

Before you begin tutoring, please read over the following expectations and sign this contract:

1. Keep all tutor appointments, arrive a few minutes early to meet your tutee, STAY FOR THE ENTIRE ASSIGNED TIME, and if the student is late or leaves early make sure you let the Tutoring Coordinator know and record it on your time sheet. If your tutee is a "NO SHOW" document it on the no show list and on your time sheet.
2. Students need to bring their textbooks, (or other assigned books), class notes, pencil or pen, and any other necessary class items (i.e. calculator, note cards, or computer disks).

IF YOU NEED ANY SUPPLIES FOR THE TUTORING SESSION,
PLEASE DISCUSS IT WITH US.

3. If you are sick or have an emergency and will not be able to keep your tutoring appointment, call or email the ASC office ahead of time so we can notify your tutee.
4. Never discuss any tutee's performance with others on campus; respect the privacy of the students you tutor, and keep all personal information about their schoolwork confidential.
5. All tutoring must be done in ACADEMIC SUCCESS CENTER and be approved prior to the session. You may NOT arrange for private tutoring sessions outside of the ASC. Maintain a friendly, yet professional relationship with those you are tutoring.

**DO NOT GIVE OUT YOUR PHONE NUMBER OR EMAIL ADDRESS
TO STUDENTS YOU ARE TUTORING.**

4. IF YOUR SCHEDULE OR AVAILABILITY CHANGES, PLEASE NOTIFY US IMMEDIATELY SO WE CAN FIND A REPLACEMENT.
5. You must participate in the tutor training and follow the guidelines that are described in the tutor handbook.

I have read the expectations listed above and will comply.

Student signature

Date

**Tutor Application Form
For Academic Success Center
College of Siskiyous**

NAME: _____

Current Phone Number: _____

Current Cell Number: _____

Current email address: _____

Due to unreadable email addresses please email ASC@siskiyous.edu., so we have your email address on file.

Subjects/courses you are qualified to tutor:

Instructor's signature signifying
His/Her Recommendation:

Tutorial Coordinator Signature _____ Date _____

****Please put an X in each block of time where you are available for tutoring.
Helpful Hint--begin by writing in your class schedule.**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:55					
9:00 – 9:55					
10:00 – 10:55					
11:00 – 11:55					
12:00 – 12:55					
1:00 – 1:55					
2:00 – 2:55					
3:00 – 3:55					
4:00 – 4:55					
5:00 – 5:55					
6:00 – 6:30					