

FOCUSED TUTORING

Student Commitments

Student Name: _____

Student #: _____

Student Commitments

Attendance Commitments:

Attend scheduled appointments on time

- The tutor will only wait 15 minutes for you; after that, you will be counted as a No Show.
- Notify Tutor at least 24 hours in advance with a phone call, if you can't attend your tutoring appointment. After that, you will receive a Late Cancel. Do not use an email or text message.
- Do NOT notify the Coordinator or leave a voice mail at the office to cancel your session. The Coordinator will not contact the tutor for you and you will be considered a No Show.
- If you have two "No Shows" in a row without contacting your tutor in advance, you will be dropped from the program.
- If you have two "No Shows" in a semester, or if you Cancel or Late Cancel frequently, you may be dropped from the program.
- You cannot reschedule a session that was a No Show or a Late Cancelled.

Attend class regularly; Focused Tutoring tutors are qualified to tutor, not teach.

Preparation Commitments:

Take the prerequisite required for the class (e.g., CPT score, ACT score, or prior course)

Complete and turn in a Course/Education Plan (meet with an Academic Advisor for assistance)

Read the chapter and do assignments before attending tutoring

Come prepared with questions and specific areas to review; the tutor will not present a lesson

- Your tutoring session is NOT a place to sit and do your homework
- Coming to your tutoring session unprepared may result in the tutor canceling your session

Bring your book, notebook, assignments, calculator, and other supporting material

Do not expect your tutor to do your work or check your work if you do not have questions about it

Do not expect your tutor to know everything; different instructors want assignments done differently

Do not expect your tutor to tell you the answers; they will guide you to learn the material

Initial attendance forms each session; complete evaluation forms as requested

Attend Study Skills, Student Success workshops, and other Learning Resources as needed

Contact Coordinator with concerns about the tutor, tutoring, or the program as soon as possible

Tutor Commitments

Attend scheduled tutoring appointments on time

Meet students for tutoring on a SLCC campus but not in a Learning Center or Lab

Notify students and Coordinator in advance if they can't attend tutoring appointment

Ask questions to assess students' understanding rather than tell the students the answers

Be patient and encouraging

Be sensitive to cultural differences and use a variety of methods to help with various learning styles

Maintain confidentiality

Do not do the work for the student; help the student find the answers in their material

Notify the Coordinator if the student is coming unprepared

Contact the Coordinator with concerns about the student, tutoring, or the program as soon as possible

By signing these Students Commitments, I agree to abide by these Commitments, to attend as required, and to come prepared. I also give Focused Tutoring permission to share my contact information with my tutors.

Student _____

Date _____