

GEORGIA TECH ATHLETIC ASSOCIATION

Tutoring Agreement

Student Responsibilities

1. I will attend class regularly. My tutor is not a professor and attending tutoring sessions **cannot** take the place of classroom attendance. I understand that tutoring is supplemental to the classroom experience.
2. I will adhere to my tutoring schedule. My tutoring schedule is considered a commitment, and I will keep it in mind when making any other appointments.
3. I will take the time to learn my tutor's name and communicate my goals regarding tutoring and the course.
4. I will be on time to my tutoring appointments. I will make every effort to contact the Tutor Coordinator if I am running late. My tutor is only obligated to wait 15 minutes and if I arrive after this, it will be considered an unexcused absence.
5. If I am ill, or have a family emergency, I am allowed an "excused" absence **IF I notify the Tutor Coordinator [or my academic coordinator, if she cannot be reached] 24 hours prior to my scheduled session.**
6. I understand that following **2 unexcused absences** per subject, I will receive written notification that my tutoring services will be suspended for the current semester, as well as a message sent to my academic coach & Head Coach/Assistant Coach responsible for academics. I also understand that 2 tardies will count as an absence.
7. I will come to my sessions prepared with the relevant course materials, study materials, and proper notation equipment.
8. I will read assigned class material and make my best effort to complete assigned problems, homework, or assignments **before** coming to my tutoring appointment so that I may present questions about concerns and/or issues to my tutor. My tutor's role is to help me gain a better understanding of the material.
9. I understand that my tutor will not do my work for me or help me more than I am willing to help myself.
10. I understand that there is no food or drink allowed in my tutoring session. In addition hats, electronic devices, and tobacco/tobacco-less products are also prohibited as I am entering a learning environment and will remove all distractions.
11. I will provide the Tutor Coordinator with a completed evaluation of my tutor at the end of the academic semester.

Peer Tutor Responsibilities

1. I will attend all scheduled tutoring sessions. I have made a commitment this semester and I will do what is necessary to keep it.
2. I will always do my best to be punctual and keep scheduled tutoring sessions. I will contact the Tutor Coordinator by phone/e-mail/or text as far in advance as possible if I am running late or must reschedule an appointment.
 - Preferably, sessions should be rescheduled within 48 hours.

- Tutors who miss a scheduled session without notifying the Tutor Coordinator will be marked as a “no-show.”
 - Tutors who have two “no-shows,” or repeated cancellations may be dropped from a student’s schedule.
 - Wait at least fifteen minutes before marking a student as a “no-show.”
 - Inform the Tutor Coordinator if a student has two “no-shows.”
3. I will take the time to learn my assigned student-athlete’s name and communicate my commitment to helping students achieve their academic goals. During each tutoring session, my student will receive my total attention.
 4. I will be prepared for each tutoring session so that I may assist students in identifying problem areas through question & answer and/or using examples to demonstrate concepts and theories, providing more opportunity for practice.
 5. I will admit my own weaknesses and seek assistance whenever I need it.
 6. I will confirm the next scheduled session prior to the end of the current session, as well as, help the student develop a plan of study before our next meeting.
 7. If my student requires study skills intervention beyond my role as a tutor, I will communicate that information to the Tutor Coordinator in the GTAA.
 8. I will always behave professionally while I am in the tutoring role and will not become personally or romantically involved with my student while I am his/her tutor.

I have read and discussed the information contained in this agreement with my tutor and I fully understand & agree to all the above policies under which my session has been scheduled. I agree to work cooperatively with this tutor to achieve academic success and to fulfill my responsibilities as a tutee. I understand that tutoring may be suspended or discontinued if it is determined that I am not making an effort to benefit from these services.

Student Name (please print): _____

Student Signature: _____ Date: _____

I have read and discussed the information contained in this agreement with my tutee. I agree to work cooperatively with this student to assist him/her in achieving academic success, and to fulfill my responsibilities as a tutor.

Tutor Name (please print): _____

Tutor Signature: _____ Date: _____