

## Tutor Expectations

Tutoring through Oklahoma Christian's Student Success Center represents a partnership between students and tutors. Because we consider this relationship a partnership, you have certain responsibilities.

1. I understand that the relationship between each student and I is privileged. I will not share detailed information about our session with others, including the instructor without student authorization.
2. I will be diligent about keeping my availability current on [tutorscheduling.oc.edu](https://tutorscheduling.oc.edu) and filling out tutor meeting notes after each session.
3. I will create a welcoming environment in which a student feels comfortable asking questions and seeking help.
4. I understand that as a tutor I can explain material, ask questions to verify student understanding, assist with improving study skills, and direct them to additional resources, but I will not do the student's work for them.
5. I will be on time for my appointments. If I have to cancel, I must notify the student and the Director of Student Success as soon as possible and attempt to reschedule or find another tutor. Cancellations should be used rarely. If cancellations become a habit, the Director of Student Success may revoke my tutor privileges.
6. I will respect the student's time by not asking for changes to a student's existing schedule, being unprepared, or distracted during the session.
7. I will seek help or refer to another tutor if I do not understand the material the student needs help with.
8. I will notify the Director of Student Success if I observe a student engaging in any harmful or inappropriate behavior as soon as possible.
9. In addition to the above, I will be referred to the Director of Student Success and I may no longer serve as a tutor if any of the following occur:
  - a. I am not complying with my responsibilities in providing services (including not actively participating, asking unreasonable requests or having unreasonable expectations, behaving in a way that reflects poorly on our partnership, threatening/harassing the student, etc.);
  - b. I am acting in a way that purposefully violates the University's policy on academic integrity.

I have read the above items and agree to abide by the terms.

By signing this contract, I am agreeing to receive text notifications from OC Tutor Scheduling.