

ACADEMIC TUTORING TUTOR CONTRACT

Academic Year 2014-2015

While working for Academic Tutoring this year, I will uphold the following guidelines.

1. Complete mandatory College Reading and Learning Association (CRLA) training in the specified time frame.
2. Maintain appropriate dress, grooming, and hygiene standards.
3. Take responsibility to have my shifts covered when I am not able to make it to work.
4. Follow lab opening and closing cleaning procedures.
5. Take ownership of noise level in the lab and work to foster a productive learning environment among students.
6. Take care of lab materials loaned to me, such as books and iPads.
7. Remain focus and engaged during periods of down time during shifts.
8. Refrain from eating while tutoring.
9. Refrain from using computers of any kind during shifts.
10. Commit to complete academic honesty as both a student and a tutor.
11. Submit time corrections by the 15th and last day of each month.
12. Avoid all behavior that may be construed as sexual harassment.
13. Maintain a 3.0 GPA.
14. Follow all procedures as outlined in the handbook and instructions given by staff.
15. Ensure student confidentiality by adhering to the following policy:

As an employee of Academic Tutoring, I may have access to confidential information such as grades, test results, student progress in class, and similar data. I may also have verbal or written communication with staff, instructors, or academic advisors that must be kept confidential. I will not use any student information that I am authorized to have access to for any purpose other than tutoring, both during and subsequent to my employment. To accept employment is to accept the responsibility of preserving the confidentiality and appropriate use of any and all information. Failure to adhere to these guidelines will result in immediate termination of my employment.

Name_____ Signature_____ Date_____