

## Math Learning Center Memorandum of Agreement

*Whereas, the following parties are entering an agreement of understanding between the MLC Program Director and Tutors employed by the Math Learning Center.*

**Program Director:** Emanuel Clayton

**Tutor:** \_\_\_\_\_

Print (First, MI, Last Name)

**As a Tutor with the Math Learning Center, I agree:**

- To maintain a passing grade in all classes while tutoring, and a 3.0 cumulative GPA. Note: If your overall GPA falls below a 3.0, the Math Learning Center may suspend employment.
- Submit your WingsExpress time card on the due date. Submitting false hours will result in immediate termination or denial of future of employment.
- Follow the Math Learning Center Disciplinary Policy.
- To wait 15 minutes for any scheduled appointments and hold those appointments in the Math Learning Center or other designated areas in the Student Success Center.
- Ensure that materials, such as books, calculators, and laptops, are secure and accounted for.
- To provide necessary contact information (telephone and/or email) to students who are registered for tutoring.
- At the end of the contract with the Math Learning Center, not to contact previous students for private sessions.
- Submit all student and tutor related forms/materials within the designated time frames.
- Under no circumstance to collect money from a student for a tutoring session. Doing so will result in immediate termination.
- Not to provide any private sessions to any students met through the Math Learning Center. Should the student need extra hours and your availability is full, then please have the student contact the Math Learning Center.
- Check your email account and Pilot daily for director communication.
- Attend meetings, workshops, and training as designated by the Director.

Initials: \_\_\_\_\_

**As a Tutor, I have received, read, and agree to follow the guidelines:**

- Math Learning Center Tutor Manual
- DOs and DON'T's of Tutors
- WSU Student Employee Manual

<https://www.wright.edu/career-center/search-for-jobs/policies-procedures-answers>

<https://www.wright.edu/student-success/career-services/on-the-job>

Initials: \_\_\_\_\_

**Confidentiality Statement:**

As an employee of WSU Math Learning Center, I understand that I may have access to confidential information such as grades, student records, test results, student progress in class, and similar data. I am aware that I may receive verbal or written communication with my supervisor, course instructor, or other students concerning course grades or student information which should be kept confidential. I also understand that employment with the Math Learning Center means I must accept responsibility to preserve the confidentiality of the information and that failure to adhere to these guidelines may result in the immediate termination of my employment or reason to deny me future employment.

Initials: \_\_\_\_\_

*This is to certify that I understand and agree to all the stipulations that are listed above. I understand that any violation of the above guidelines may result in the immediate termination of employment and may serve as reason to deny my future employment with the Math Learning Center.*

Tutor Signature: \_\_\_\_\_

Date: \_\_\_\_\_