

## TUTOR EXPECTATIONS OF THEIR STUDENT

### Attendance

- Attend Class. A tutor is not a teacher, so you are responsible for the information presented in lecture.
- Attend tutoring sessions, even if all of your homework is done. You can always review.
- Be on time! Your tutor will only wait 15 minutes if you have not notified them in advance that you are going to be late.
- Stick to scheduled meeting times and places.
- Be respectful of your tutor's schedule. Missed sessions are hard to make up or reschedule.
- Make sure you let your tutor know in advance if there is a need to reschedule a tutoring session due to an unexpected emergency.

### Scheduled Tutoring Sessions:

The number of tutoring sessions is based on the number of hours assigned for this pairing. Please give the day(s) and time(s) you will meet for tutoring sessions.

Day: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Day: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Day: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Day: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

### Be Prepared for Each Tutoring Session

Bring materials to tutoring session

- books
- notes
- assignments/homework
- paper & pens
- any other supply the tutor has asked you to bring

### Tutoring Sessions

- Set mini goals. Be specific about what needs to be covered each session.
- Communicate with your tutor. A tutor does not know what you don't understand or need extra help with unless you tell him/her.

### Outside of class and tutoring

- Read and attempt to do assignments.
- Come to tutoring with specific questions.
- Continue to implement strategies from tutoring sessions on your own during personal study time.

I have read the expectations as outlined by the tutor, and agree to abide by the rules set forth in this document.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tutor signature

\_\_\_\_\_  
Date

**MINDFIT**  
Academic Enhancement  
**STUDENT EXPECTATIONS OF THEIR TUTOR**

**Attendance**

- Attend all scheduled tutoring sessions unless advance notice is given.
- Be prepared and on time.
- Stick to scheduled meeting times and places.
- Make sure you let your student know well in advance if there is a need to reschedule a tutoring session due to an unexpected emergency.

**Tutoring Sessions**

- Be prepared to work at the start of the session.
- Be properly dressed and conduct yourself in a professional manner.
- Communicate with your student. A student does not know what to expect unless you communicate your expectations to them.

**Outside Preparation for tutoring**

- Prepare for tutoring in advance. Take time to know what you need to discuss with your student prior to the tutoring session.
- Carry out regular contact with your student via text/phone between sessions.
- Complete your session notes in GradesFirst to ensure student's progress is continually monitored.

**Additional Expectations**

- 1.
- 2.
- 3.
- 4.

I have read the expectations as outlined by the tutor, and agree to abide by the rules set forth in this document.

\_\_\_\_\_  
Students Name (Print) Date

\_\_\_\_\_  
Student signature Date

\_\_\_\_\_  
Tutor Name (Print) Date

\_\_\_\_\_  
Tutor signature Date