

**University of Pittsburgh at Johnstown
Academic Success Center Tutoring Program
TUTOR AGREEMENT**

The following agreement describes the responsibilities of students who work as tutors for the Academic Success Center (ASC). Please read and sign this agreement. If you have any questions about this agreement or about tutoring in general, please contact the Tutoring Program Coordinator.

1. As a tutor, I will help my students learn, practice and master their course material. I will also help them learn about and develop effective independent study strategies. I recognize that my students depend on me to help them meet their academic goals, but I realize that my students are fully responsible for their own performance in their courses. I realize that a tutoring session cannot substitute for or replace a missed class session and I agree that I will not complete my students' homework or other course assignments for them.
2. In order to respect my students' scheduling needs, I agree to meet them on time. If I must cancel a tutoring session, I agree to let my student(s) know at least twenty-four hours in advance. I also agree not to miss or cancel late three or more tutoring sessions this semester. I understand that if I miss or cancel late three or more tutoring sessions this semester, I may lose my position as a tutor.
3. I give the ASC permission to request and review my academic record and to contact my current and former instructors regarding my performance in my classes.
4. In order to help the ASC promote, develop and assess the quality of its tutoring program, I agree to complete the tutor training program. I also agree to complete and submit my tutoring paperwork on time every week.
5. I understand that the ASC is committed to providing high-quality academic assistance. I realize that the Center and the students I tutor depend on me to be skilled and professional. If I do not fulfill my obligations under this agreement, I may no longer be allowed to tutor for the Academic Success Center. If I have any concerns, questions, problems or complaints about my tutees or about the tutoring services, I agree to discuss them with the Tutoring Program Coordinator.

Name (please print): _____

Signature: _____

Student ID Number: _____ Date: _____

Our Philosophy of Tutoring:

Peer tutors help other students develop the kinds of skills they need to succeed independently in college. Sometimes the best way tutors can do this is by helping students review challenging course material. At other times, tutors may show students a new way of approaching a difficult subject or may teach them a new study strategy. Our tutors are crucial members of our academic assistance team and they are an important part of many students' academic experience at UPJ.

<p>Academic Success Center G-16 Owen Library, UPJ 814-269-7109 Email: upjasc@pitt.edu http://www.upj.pitt.edu/285/</p>
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