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## The Tutor Contract

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*Congratulations on your selection as a Business School Tutor. The HSB Learning Center is excited about working with you over the next academic year. Please read and sign this contract, which describes and delineates your responsibilities as an HSB Learning Center tutor in the text below. If at any time you have concerns about your role and responsibilities, please contact the Student Success Coordinator.*

### TUTOR RESPONSIBILITIES

1. I am responsible for the tutoring appointments that I schedule. I agree to be prompt to my appointments and meet with students in a mutually agreed-upon location.
2. I acknowledge that I am required to post at least four (4) hours of availability every week of tutoring, which entails the entire semester.
3. If I must cancel an appointment with less than 24 hours notice, I accept responsibility for rescheduling the appointment or securing a substitute, depending on the tutee's preference.
4. I vow to uphold that instructors' authority in classes. I will not judge or criticize professors or their assignments, grades, or classes.
5. As a university professional, I will adhere to the ethics policy discussed in the tutor handbook and maintain the confidentiality of tutees' grades if they are shared with me by the tutee and any other personal confidences shared by the tutees or faculty.
6. I understand and will convey to tutees that a tutoring session never replaces class attendance.
7. I agree not to complete homework or course assignments for the tutees.
8. I agree to meet tutees on time or notify them in a timely manner otherwise.
9. I agree to be well-prepared for my sessions.
10. I will establish clear lines of communication with my tutees; faculty, if necessary; fellow tutors; and the Student Success Coordinator. When necessary, I will inform the Student Success Coordinator of any concerns I may have with my tutees.
11. I will consider my tutoring position as a professional one and therefore accurately complete and submit all required paper work.

*Please initial statement:*

\_\_\_\_ I have received a copy of the Tutor Handbook and agree to follow the policies, procedures of the HSB Learning Center.

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

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

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