Peer Tutoring Contract
UNIVERSITY TUTORING

All participants are expected to abide by the following policies. Please read each policy carefully and write your initials in the space provided at the left of each item. Then sign and date the form.

Tutee Initials

A student in a class of 3 or more credits may receive a maximum of three hours of tutoring per week, whether in a group, individually, or a combination of both. Because tutoring resources are limited, we cannot normally offer one-on-one tutoring; a tutee will ordinarily be assigned to a group.

The tutor and tutee must agree upon a time and place for each tutoring session and show up on time. A list of approved tutoring locations is available online at http://www.isu.edu/success/cat/locations.shtml

If either the tutor or the tutee is unable to attend a tutoring session, s/he agrees to inform the other at least ___________ before the scheduled session.

Neither party may call the other earlier than __________ or later than __________.

If a tutor misses a scheduled tutoring session without the agreed-upon advance notice, the CAT office should be contacted immediately at cat@isu.edu.

If a tutee misses a scheduled tutoring session without the agreed-upon advance notice, the tutor will not wait more than 15 minutes beyond the scheduled starting time.

If a tutee misses a tutoring session without the agreed-upon advance notice, the tutor will mark that absence as a “no show” and the tutee must initial the missed session. If the tutee has already missed a tutoring session, any second absence without the agreed-upon advance notice will result in termination of tutoring. A tutee who wishes to challenge this action may contact the CAT office at cat@isu.edu.

Each tutoring session must be recorded on a tan time card. The starting and stopping times for the session must be entered on the form before the tutee initials the time worked and must be accurate to the nearest five minutes.

Tutors are available to help tutees with course content. They are not substitutes for missed lectures and tutors will not do coursework for tutees. Tutees should be prepared for tutoring sessions just as they should be prepared for class. This means reading textbooks, studying notes, and working through assignments before meeting with a tutor. Tutoring may be terminated if a tutee is habitually unprepared.

A tutee can expect to have the attention of the tutor for the entire session without significant interruption; to learn strategies for effective study and exam preparation; and to make final decisions about the work done in a tutoring session. A tutee with concerns about the tutoring process may contact the CAT office at cat@isu.edu.

Tutoring is suspended at 5 pm on the Friday before Finals Week. No tutoring takes place during Thanksgiving and Spring breaks.

Tutor (printed): ___________________________ Tutee (printed):__________________________
Tutor’s Signature_________________________ Tutee’s Signature:_________________________
Date: ________________________________ Course: ________________________________