

Expectations for Tutors

Drahmann Learning Resources and Academic Advising

The Drahmann Tutoring Center, now located in Casa Italiana 1, provides students a variety of tutoring programs. Tutoring plays a critical role in persistence, academic performance, and learning experience. Working as a tutor benefits you as it hones your understanding of the material and strengthens interpersonal and teaching skills.

Since it is such an important position, we ask our tutors to meet the following expectations:

1. **Strong, and current, subject matter knowledge.** Tutors must have strong knowledge in the subjects they are tutoring. Knowledge must be up-to-date with what is being taught.
2. **Tutors are to be professional, courteous, and committed to student learning.** With such high demand for tutors and visibility on campus, it is important we maintain our reputation as professional and conscientious tutor who treat students with respect. Good grades are important, but student learning is the ultimate goal.
3. **Tutors will promote active learning.** “Don’t pick up the pencil” and allow the students to do all their work. Ask probing questions, use examples, and encourage independent learning.
4. **Tutors will complete paperwork thoroughly and timely.** To improve the programs, we need all tutors to complete paperwork carefully and submit forms on time. These include tutoring logs, session logs, time sheets, contact info updates, and evaluations.
5. **Good tutorial attendance is required.** A minimum of 24 hours notice is required when canceling a tutoring session. Call/email your tutee immediately when absence is necessary.
 - a. **Two student no-shows will automatically cancel tutoring** until he or she meets with the Drahmann staff to discuss reinstatement of the tutoring services.
 - b. Tutors are to contact the Drahmann Tutoring Center (Casa 1) if your tutee is a ‘no-show’ twice. Discuss this at your first meeting, when making your schedule.
6. **Meet regularly, observing the 2 hour max per week.** We encourage students and tutors to make a quarter-long schedule at the first meeting, then evaluate progress and need each session.
7. **Tutees will complete a similar form stating expectations of being a tutee.** Contact us any time during the quarter if you have questions or comments regarding the programs’ policies or the students you are tutoring – we are here to support you.
8. If your students need less time than planned or you have more time, consider taking on more students and contact us if that is possible. Please encourage other students you deem qualified to apply to be a tutor. Share your comments or suggestion to improve the programs with Monica Parikh, Director of Learning Resources, mparikh@scu.edu or come to Casa 1.

I have read the above expectations and agree to meet them.

Tutor Name (please print)

Date

Tutor Signature

[Original – Tutor]

[2nd Copy – Office]