

## Student Responsibilities

Once you are assigned a tutor, you must contact him/her within **twenty-four (24) hours**. Methods include telephone conversation, answering machines, voicemail, and email. Failure to do so will result in this assignment becoming null and void. You will have to reapply.

The initial meeting must be scheduled within **seventy-two (72) hours** of the assignment. That is, you have seventy-two (72) hours to set up a meeting from the time the Tutoring Coordinator informs you of your new tutor. Failure to do so will result in this assignment becoming null and void. You will have to reapply.

If a conflict arises, and the student knows that he/she will not be in attendance for the tutoring session, he/she is to contact the tutor **at least twenty-four (24) hours in advance**. A no-call and/or no-show for two (2) appointments will result in dismissal from the program. You will have to reapply.

**A minimum of one (1) hour of tutoring is required per week**. The maximum is three (3) hours per week and is also subject to the availability of funds. If you have two (2) tutors, you still have a maximum of three (3) hours per week, which you will have to distribute between your tutors. Also, failure to meet the one (1) required hour tells the Tutoring Coordinator that you really don't need this help, and your tutor will be assigned to someone who will use it properly. You will have to reapply.

Be prepared to give a copy of your syllabus to the Tutoring Coordinator and to your tutor. This syllabus will help us to help you.

In preparation for each meeting, the student will come to his/her tutor with questions and problems he/she had with lecture, homework, or projects. Bringing a homework or project assignment and having a tutor look over your shoulder is not appropriate. **A thorough effort must be set forth before going to your tutor for help**. Failure to do so will result in your tutor sending you home to attempt it on your own.

The student must notify the Tutoring Coordinator and the tutor if the course being tutored is dropped or when the service is no longer needed.

### **Note:**

The above stated is to benefit the Academic Tutoring Program. By following these rules, you, the student, are going to benefit. Although the responsibilities are "hard and fast," they are simple, and you are expected to accept them. The job of the tutor includes making sure that students are being responsible and using the program effectively. The Tutoring Coordinator will not allow you to keep your tutor should you be found unwilling to accept the responsibilities that are expected of you. If you experience any problems or have any questions, do not hesitate to contact the Tutoring Coordinator.