

PEER TUTOR RESPONSIBILITIES AND EMPLOYMENT AGREEMENT

I understand that:

- ✓ It is my responsibility to familiarize myself with the contents of the Peer Tutor Training Manual, the Student Code of Conduct and Academic Honesty and Integrity policies and to conduct sessions in a professional manner.
- ✓ My contact information, including email and/or cell/telephone number, will be shared with the tutee.
- ✓ I am required to maintain confidentiality of all tutee information, including grades and any personal information a tutee may confide to me. Any concerns that will help provide the best level of service to the tutee may be shared in confidence with the SSF.
- ✓ Failing to show for my scheduled sessions and/or poor punctuality may affect my employment as a Peer Tutor.
- ✓ Tutors assist students to understand material already taught or studied. Tutors do not teach new material, and are not to help tutees with assignments, projects or other work which will be graded.
- ✓ Tutors will not be matched with friends, roommates or partners, unless agreed upon by the teacher/coordinator and/or SSF. Tutors may have previously taken or be currently attending the course or an equivalent.
- ✓ Student employees can work up to 12 hours per week. I am not required to tutor during finals.
- ✓ Tutoring sessions last between 1-1.5 hours up to a maximum of 2 hours per week per course per tutee. Additional hours, if required, may be available with SSF approval.
- ✓ Sessions may take place in small groups of 2 to 3 students.
- ✓ Sessions should take place outside of scheduled class hours, **on campus** in a quiet learning environment such as the library, study rooms or empty classrooms.
- ✓ Submitting falsified hours will result in my being terminated as a tutor and may be dealt with through the Human Resources Employee policy.

I agree to:

- Maintain regular contact with my SSF regarding any concerns or issues I may have.
- Turn in my session logs and time sheets on a regular basis **every 2 weeks**.
- Let my SSF know if a tutee misses an appointment, does not contact me within one week of being matched or ceases to use my services.
- Read the Peer Tutor Training Manual.
- Print and sign my name to this agreement below.

Print Name

Program

Student Signature

Date (dd/mm/yy)

STUDENT SUCCESS STARTS HERE