

Office of Academic Support Services  
Moon Library Rm. 109A  
(315) 470-4919  
tutoring@esf.edu

## Tutoring Service Agreement

In order to assure full benefit of our tutoring program, it is necessary for both the tutor and tutee to agree upon specific times and places to conduct business. Once agreed upon, it is the responsibility of each to meet at the agreed upon time and place. Failure to do so without prior notification will result in the loss of either the service or employment.

By agreeing to participate in tutoring services, each agrees to meet on a regular basis (minimum once a week for one hour) for the duration of the semester. Any missed meetings or deviations must be reported to the Peer Tutor Coordinator at tutoring@esf.edu.

*We agree to the following terms of tutorial services:*

Subject \_\_\_\_\_

Agreed day and time period of tutoring sessions: \_\_\_\_\_

Agreed location of tutoring sessions: \_\_\_\_\_

### Additional Comments:

#### **Tutee Agreement:**

- I understand that tutoring does not take the place of classroom instruction. I will continue to actively participate, do assigned homework, and take notes in class. Failure to do so could result in loss of tutoring privileges.
- Tutoring works best when you meet on a regular basis with your tutor. I understand that I am to meet on a regular basis with my tutor at the above agreed upon time and location.
- I understand that if I fail to show up to my agreed upon tutoring sessions without notifying my tutor ahead of time, I will lose all of my tutoring privileges for the semester.
- I understand that my tutor is NOT my teacher. S/he is not responsible for teaching me the material that I miss, if I miss a class. S/he is responsible for trying to help me understand the material both from the lectures and the text and clarifying areas of confusion.
- I will notify the Peer Tutor Coordinator at [tutoring@esf.edu](mailto:tutoring@esf.edu) of any problems I am having with my tutor. (We cannot fix the problem if we don't know it's broken)

#### **Tutor Agreement:**

- I understand that if I fail to show up to the above agreed upon tutoring sessions without notifying my tutee(s) ahead of time, I will lose my tutoring employment.
- I will notify the Peer Tutor Coordinator at [tutoring@esf.edu](mailto:tutoring@esf.edu) of any problems I am having with my tutees. (We cannot fix the problem if we don't know it's broken)

\_\_\_\_\_  
Tutor Name

\_\_\_\_\_  
Tutor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tutee Name

\_\_\_\_\_  
Tutee Signature

\_\_\_\_\_  
Date