



Student-Athlete Support Services Office 2016-17

Tutor Program Agreement

Tutor Services Expectations Disclaimer

- In order to use tutoring services, it is our expectation that the work being completed is solely your own. The purpose of a tutor is to assist you with knowledge and fill in the gaps of understanding between class instruction and coursework completion. The purpose of the tutor is to provide supplemental instruction. It is NOT to teach you the course. If a tutor suspects that you have not been attending class and are relying on them to make up what you have missed, they are to report these concerns to the Tutor Coordinator who will investigate the accusations.
- It is expected that you to show up prepared for all tutoring appointments. **Tutors are not permitted to allow student-athletes to use their computers or other personal educational items.** If you do not show up prepared for appointments, it is a waste of time for both you and the tutor and they will not be able to help you.
- The expectation is that all student-athletes follow the university's policy on academic integrity outlined by the Committee on Academic Misconduct.
- Students and tutors are advised not to communicate directly via text, email, or phone. If tutor/student communication needs to occur outside of a tutoring session, all communication must go through the SASSO office.

Scheduling a Tutor Appointment

- You can set up tutoring on your own via OnCourse, request a tutor through the OnCourse website, or visit the SASSO front desk. Your SASSO counselor can also assist you in making a tutor request.
 - When requesting a tutor, you must give specific ranges of times you are available. (At least three options are required).
Example: Monday and Wednesday nights from 7-9pm and Thursdays from 6-10pm.
 - If there is conflict between your request and the tutor's availability, you will receive an email from SASSO, detailing when a tutor is available. It is your responsibility to respond to these emails in a timely manner, otherwise your tutor request will be delayed.
 - If all tutors are full or we do not have a tutor for your specific course, we encourage students to meet with their instructor/professor or utilize other campus tutoring resources.
- To promote consistency and accountability for both you and the tutor, the appointment set up on your OnCourse calendar is your set time for the duration of the semester. If the arranged time no longer

works with your schedule, please contact SASSO immediately with your availability so the appointment can be rescheduled.

During the Tutor Appointment

- **All tutoring sessions must be done at the Younkin Success Center or the Fawcett Center.** Any other meeting place must be approved by Tutor Coordinator prior to meeting.
- Tutor appointments are usually scheduled for one hour. If a session extends past one hour, the student and tutor must let SASSO know. Sessions can go shorter as well, but please be respectful of the tutors' time and be prepared for the session to last at least the required **30 minutes**.
- Be prepared for your tutor sessions by completing readings and attempting homework before meeting. **Be proactive** in the session and come prepared with questions!
- **Test/Quiz Policy-** A tutor is **NOT** permitted to help or be present at the time a student-athlete attempts any test or quiz.
- **Papers-** Tutors are not allowed to mark on papers or edit them via electronic means (i.e. Email, text, etc.)

Cancelling a Tutor Appointment

- If you **MUST** cancel a tutoring session, please give as much advanced notice as possible (24 hours is preferable). However, you must give the tutor **AT LEAST 12 hours** advanced notice or this will be considered a no-show.
- You **MUST** get confirmation of the cancellation from OnCourse before it is considered cancelled. This will be via email sent to your OSU email account.

No-shows

- No-shows are inexcusable and inconsiderate of the tutor's time and efforts. We understand that mistakes happen and emergencies come up, so you are allotted a maximum of five no-shows per semester regardless of the reason.

A no-show is considered:

- Not showing to the appointment at all
- Not canceling at least 12 hours in advance
- Being 15+ minutes late to the tutoring session

Please refer to the *SASSO Missed Tutor Policy* for more details regarding the consequences of no-shows. Your team may have its own tutor policy so be sure to know what that is.

Printed Name:

Student-Athlete Signature:

Date: