

Tutor's Contract with the Appointment Tutoring Center

I, _____, do agree to the following conditions in accepting employment with the Appointment Tutoring Center at Weber State University:

1. I understand that training as a tutor is important and will commit to achieving certification through the CRLA by attending tutor training.
2. I realize that I am accepting a paraprofessional position where I may be providing critical educational services which have long lasting and significant effects upon enrolled students. I agree to respect my students' and co-workers' abilities and disabilities and conduct myself accordingly.
3. I realize that any confidential information about students I tutor should only be discussed in staff meetings in a confidential setting (i.e., not in public areas). Furthermore, such information should be discussed only for professional reasons directly tied to the welfare of the students. Confidential information includes items such as (a) case history, (b) current problems, (c) names and grades. Breach of confidence is a serious professional error with ethical and legal implications.
4. I understand that it is against department policy to provide information about tutored students without their permission (i.e., names, phone numbers, addresses).
5. I realize falsifying any document is grounds for dismissal. This includes time sheets, tutoring records, and employee applications.
6. I understand that failure to turn in tutoring reports, student evaluations and other documents required are grounds for dismissal.
7. If I need to miss student appointments because of an emergency (i.e., illness), I will call the office at the earliest possible opportunity and try to contact the student. If I need to miss a tutoring session because of a non-emergency reason (i.e., doctor or dentist appointment), it is my responsibility to contact my student and reschedule the session.
8. The dignity and respect of the students I work with are foremost in my position as a tutor. I will not allow religion, race, gender, sexual orientation, or creed to affect my judgment or ability to work with students. I realize it is illegal to engage in sexually harassing behavior. I understand that I am accountable for assisting qualified students in a timely, thorough and respectful manner.
9. I understand that I am responsible for performing all duties that are assigned to me. I will do everything possible to see that the mission and goals of the Appointment Tutoring Center are met in a timely and cost-effective manner.

I agree to abide by all the policies and conditions listed above.

Tutor Signature _____ Date _____