

## University Tutorial Services Tutee Agreement (Fall 2023)

Phone: (828) 262-2291

Email: [student-learning-center@appstate.edu](mailto:student-learning-center@appstate.edu)

**Please carefully read all of the terms and conditions of this agreement listed below BEFORE signing.**

- I will meaningfully engage during my tutoring sessions. I will avoid distractions such as using my cellphone. If I need to take a call while in any tutoring location, I will leave the room to not disturb others.
- I will help foster a safe environment in all Tutoring Center locations by being respectful of all persons at all times and not disrupting other students or tutors.
  - Violations can include but are not limited to: inappropriate/discriminatory language, inflammatory comments, inappropriate off-topic conversations, talking over others, loud voice volume, etc.
- I will make a good faith effort to learn and refer to my tutor by their chosen name and preferred pronouns.
- If I need to cancel an appointment, I will call or email the Front Desk Assistant AND my tutor at least 24 hours before the scheduled appointment time.
  - Cancellation within 24 hours of the appointment will count as a missed appointment. Three (3) missed appointments in the same semester will result in termination of access to the scheduling system and suspension of access to drop-in and LEAD support.
- If I miss 3 appointments and would like to continue tutoring during the semester, I will meet with the Tutoring Coordinator to have my tutoring privileges considered for reinstatement.
- I will come prepared for my sessions with questions to ask and it is my responsibility to be aware of my professor's policies regarding help with assignments.
  - If there is specific content I would like assistance with during an appointment, I will inform the tutor beforehand.
  - I recognize that the tutor's role is to assist me with a better understanding of concepts and developing stronger study skills relative to the course content; not to complete any work for me or to replace my responsibility to attend all lectures.
- I will not use my tutoring privileges to engage in academic integrity violations (plagiarism, cheating off of other peoples' work, etc.).
- If a tutor misses a scheduled appointment, or I have another concern/frustration about tutoring, I will alert the Front Desk Assistant immediately.
- I will not request individual accommodations or alterations to service delivery directly from my tutor.
  - All special/individualized requests must be directed to the Tutoring Coordinator(s).
- I will not request tutoring services outside of Tutoring Center locations (exception: Zoom)

**By signing this agreement, I acknowledge that violating any of the above statements can result in the discontinuation of my tutoring privileges. Such determinations of discontinuation of my privileges are at the discretion of the Tutoring Coordinator(s):**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_