

## STEVENS INSTITUTE OF TECHNOLOGY TUTOR/TUTEE AGREEMENT

This Agreement confirms an understanding between tutor and tutee participating in the Humanities Division Writing Program. This program provides a service to students who need assistance with writing and help fulfilling writing assignments for courses.

The following procedures and terms are in effect for the length of the tutoring process. Should the terms be violated by either of the parties, the Writing Program Coordinator reserves the authority to terminate the tutoring process. This Agreement is to be returned to the Writing Program Coordinator. Copies of the completed Agreement will be given to both the tutor and tutee to refer to for future use. The following procedures are to be agreed upon prior to commencement of the first tutoring session and to be completed:

1. Regular tutoring sessions are to be established at the first meeting with set day(s), time(s) and location(s).
2. Both tutor and tutee agree to the 24-hour notification rule. If a session needs to be canceled or changed, it is the responsibility of both parties to give notice 24 hours prior to the session. If more than one “no-show” takes place, it is at the discretion of the tutor to terminate further tutoring sessions. No future tutoring sessions will take place until tutee meets with the Writing Program Coordinator to work out conditions.
3. Tutees requesting more than one session a week may do so with the agreement of the tutor. If more than one session is agreed to at the first meeting, this second session will also be considered a regular session with set day, time and location established in advance. Tutors have the option of not taking on a second session. Tutees also have the option of meeting with another tutor for a second weekly session. The same rules and procedures will be in effect.
4. Tutoring sessions last for one hour. If a tutee requests additional time after the hour is completed, it is at the discretion of the tutor to go beyond the hour commitment.
5. Tutees are not permitted to e-mail papers for tutors to review. They may e-mail questions or a paragraph or a few sentences at most. It is then at the tutor’s discretion to respond to the e-mail request.
6. Tutees are to come to the tutoring sessions with assignments in hand, underway, and ready to work. Tutees who do not have an immediate written assignment to review with a tutor and would still like to meet should notify the tutor in advance (24-hour rule) and the tutor will prepare a number of areas to review with the tutee.
7. Both tutees and tutors are to show up on time for their meetings. Any tutee or tutor late for two sessions who have not previously notified the other party 24 hours in advance must meet with the Writing Program Coordinator before continuing tutoring.
8. Tutees who have complaints about the tutoring process, tutors, or the program should direct these complaints to the Writing Program Coordinator, not the tutor.
9. Tutors are **not** to write papers, do research, or execute the student’s assignment in any way. It is the student’s responsibility to do his or her own work.
10. Tutors are to set specific goals with tutees to work toward improvement. These goals are to be clearly identified and understood by both the tutee and the tutor. Tutors are to conduct appropriate review sessions with tutees if and when tutees do not have immediate assignments in order to maintain continuity with the tutoring process.

The following section includes contact information that both the tutee and tutor must complete.

**TUTEE INFORMATION:**

Tutee Stevens E-mail:

Alternate E-mail:

Telephone on campus:

Off campus (if appropriate and needed):

Cell phone:

Beeper # (optional):

**TUTOR INFORMATION:**

Tutor Stevens E-mail:

Alternate E-mail:

Telephone on campus:

Off campus (if appropriate and needed):

Cell phone:

Beeper # (optional):

**WEEKLY TUTORING SESSIONS:**

Number of weekly sessions requested: \_\_\_\_\_

Day:

Time:

Location:

Day:

Time:

Location:

I/We agree to abide by the rules set forth here. I/We agree to notify the Writing Program Coordinator of any changes or modifications to this Agreement. I/We further agree to notify the Writing Program Coordinator of any problems related to this arrangement and/or the tutoring process and situation.

Signed,

\_\_\_\_\_  
Tutor

\_\_\_\_\_  
Date

Signed,

\_\_\_\_\_  
Tutee

\_\_\_\_\_  
Date