

WNCC STUDENT TUTOR CONTRACT

As a participant in the WNCC tutoring program, I _____,
agree to work for the Program Director under the following terms:

1. I will keep all appointments with the Program Director.
2. I will contact the Program Director to give 24 hour advanced notice if cancellation of regular scheduled hours or appointments is necessary. When 24 hour advance notice is given, it will not be counted as a missed appointment. **TWO** missed tutoring sessions without notice will cause me to be placed on probationary status. A **THIRD** missed tutoring session without notice will cause me to be dropped from the tutoring program.
3. I will attend all scheduled training sessions and workshops requested by the Director as being beneficial for me and my success as a tutor at WNCC.
4. I will focus **only** on tutoring students during my scheduled hours and not visit with other friends, other students or tutors when working with a student. If no students are in the lab or tutor room, I am free to work on my own homework.
5. The use of the internet for games or chat rooms or to view prohibited material is strictly prohibited during tutor's paid time.
6. I understand and agree to the following:
 - Tutors will be hired on a semester by semester basis through faculty recommendation.
 - Tutors must be professional in manner, dress, and speech; respectful, courteous, and patient toward students at all times.
 - Tutors are to work only the specific hours they are scheduled to work. Tutors may occasionally work additional hours, per student request, only if approved by the Director.

If I fail to keep appointments or follow through on this contract, I understand that my tutor services will be terminated.

_____ Tutor

_____ Director

_____ Date