**FAELA**

**Tutorial Services**

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1601 E. Geer St., Suite, M 919) 323- 2722

Durham, NC 27704 faela\_hsa@yahoo.com

**Tutorial Services: Contract of Commitment Agreement (Tutee)**

Tutee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name Last Name

Parent Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name Last Name

Home Phone # \_\_(919)\_\_ \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_

**Welcome to the Tutorial Services program!**

In order to make tutoring a positive and successful experience, there are a few points, which are very important regarding the scheduling of your tutoring session.

First, our responsibility is to coordinate your submitted schedule of availability with Ms. Blount. There will be weekly one-on-one sessions. It is important not to overload students. Therefore, these sessions will consist of two per week but can be extended upon approval. The sessions will be an hour long each and consist of formative assessments (comprehension exercises and Q&A). Ms. Blount will help you with questions regarding the assignments that the tutee has already attempted to do. The tutees' responsibility is to meet her "halfway" by doing his/her assignments first, and having ready, prepared questions prior to your scheduled session.

Second, if you are unable to keep your scheduled meeting, please inform Ms. Blount by calling (919) 323 - 2722 at least twenty-four hours in advance, so that she can assign your hour to another student. Unexcused absences are non-refundable. After two excused absences, tutorial services will be discontinued. If you do not call / leave a message on the voicemail or email, you will be considered a "No-show". After two unexcused "No shows", you will be ineligible for tutorial services for the remaining quarter.

We realize that, unavoidable situations occur and that it is sometimes impossible to give an early notice. If your situation is, in fact, an emergency, you will not be penalized. Should there be a change to your schedule of availability, you are required to contact Ms. Blount, prior to your first tutoring session or immediately following the change.

My hours are: Monday through Friday from 4:30 pm to 5:30 pm. including school closing date(s). You may call (919) 323 - 2722. You can also reach Ms. Blount via email at faela\_hsa@iyahoo.com. **Edit Tutorial Services in the subject line.**

**Finally, all students seeking Tutorial Services must agree to the following:**

***Tutoring Guidelines***

*What is a Tutor?*

1. A tutor is not a teacher, and is not expected to " teach " the class.
2. A tutor will not do your homework.
3. A tutor cannot be expected to know everything.
4. The tutee cannot expect a tutor to "guarantee" that they will pass the class. The primary responsibility of passing the class is the tutees.
5. A tutee can expect a tutor to help to guide him/her in the right direction, helping to strategize learning concepts, to develop better practice skills and to reinforce instructor objectives.
6. When being tutored as a part of a group, tutees and tutors should remember that each person is entitled to have the opportunity to ask question, and that there is no such thing as a dumb question.
7. A tutor does not have to work with a student who is rude or disrespectful.

***Remember that all of our tutors, like you, are students!***

***Tutees Responsibility:***

1. **Everyone’s schedule is valuable**. Ms. Blount needs stable schedules just like you do. Please remember to come to your appointments and to be on time.
2. You are responsible for keeping a record of your meeting times.
3. **If you forfeit this agreement you will be accountable for the remainder of the service fee and your allotted time will be replaced with another student.**

Please note: It is my hope that tutees are equally matched with tutors for services requested. It is vital that tutees or tutors identify changes / requests needed to discontinue or modify services to better assist the tutee, so that they can master the skills in request.

**Student Conduct/Academic Honor Code**

* The Tutorial Services program strictly adheres to academic policies & regulations (Student Rights and Responsibilities/Student Code of Conduct); for example:
* It is a violation to request a tutor to help you with projects and other special problems for which your instructor has specifically directed you to work alone or only with classmates. Failure to respect tutors, staff or center rules can result in loss of use of the Tutorial and General Tutorial Center services.
* Please check box if you give permission for your assigned tutor to have your telephone number and/or email address to be used for rescheduling purposes **ONLY**.
* I do not give permission to release my telephone and/or email address to my Tutor. All messages should go through the Tutorial Services office.

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

Student

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

Parent

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

Tutor

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**(Family Academic Enrichments and Learning Alternatives)**