TUTORING RULES & EXPECTATIONS

Student Agreement

1. Students are expected to be fully prepared and bring the following items to each tutoring appointment: Syllabus, textbook, calculator (if needed), notebook, writing utensils, laptop computer, etc.

2. Students are expected to have all homework and other materials completed prior to the tutorial session and have appropriate questions prepared.

3. Students can receive tutoring in multiple subject areas (please discuss this need with an Academic Success Counselor).

4. Students can schedule appointments for up to one hour per session, no more than twice a week per subject.

5. If you are running late, need to cancel your appointment, drop the course in which you are receiving tutoring, or will no longer need tutoring, please email the tutor.

6. If a student is a no call/no show for two scheduled tutoring appointments, they will forfeit their appointment times and must meet with an Academic Success Consultant to discuss reinstatement.

7. Tutors will provide reinforcement of classroom instruction through demonstration, explanation, clarification, modeling, etc. Tutors will NOT: do your homework for you, “cram” with you for a last minute study session, write your paper, give you the answer, give you a topic/idea, or perform under an unreasonable time limit.

8. Students agree that tutoring will not necessarily result in perfect work and does not guarantee an “A” or a passing grade. Success in a course is dependent on the student implementing sound study strategies and putting in the needed effort, not on the tutor.

9. Should conflicts occur due to scheduling, personalities, or any other concerns between a student and tutor, the student must contact an Academic Success Counselor directly to make any appropriate changes or adjustments.

10. Students will adhere to all University and SPAHP policies and regulations during tutoring. Policies are available at spahp.creighton.edu/oasa for review.

I,__________________________________________, understand and agree to the listed rules and expectations for receiving tutoring services from the SPAHP Office of Academic and Student Affairs. The policies have been explained to me and I will adhere to them to the best of my ability. Violation of this agreement could result in loss of tutoring services. Further, my signature below indicates my agreement to permit course instructors for the subjects I am receiving tutoring to discuss my progress with the tutor.

Student Signature:________________________________________ Date: __________

Tutor Signature:________________________________________ Date: __________

Student: Please bring this completed form to the SPAHP Office of Academic and Student Affairs (Criss III, Suite 154) or send to Katie Wadas Thalken (kwadas@creighton.edu) or Kevin Powers, Ph.D. (kevinpowers@creighton.edu), Academic Success Consultants.