

Personal Tutoring Renewable Contract

Semester Dates: _____

Tutor

You will meet your student:

- Day and Time: _____
- Place: _____
- Your student's phone #: _____

In order to have a successful tutoring match, please follow these policies:

- **If you cannot come to class, please call your student to re-schedule.**
 - Call your student at least two hours before class if you cannot come.
 - **Important!** If you miss more than one session **without calling**, we **may have to re-match your student.**
- **Please come to your session every week.**
 - Please meet with your students for two hours every week.
 - **You and your student must meet at least 12 times during the semester.**
If you cancel your lessons often, your student may call us to discuss a re-match.
 - Please tell us if you have to stop meeting your student.
 - Please tell us if your student has frequent attendance problems during the semester.
- **Please come to your session on time.**
- You will practice conversation with your student. **Please do not talk about marital status, immigration, religion or politics.** Tell us if your student talks about something that makes you uncomfortable.
- **Please complete quarterly reporting.** We report on your tutoring hours and student achievements for funding.
- **Please attend one in-service or meet-up every semester.** We want to see you and hear how things are going, as well as support you in your lesson planning!



Please call Enrollment and ESL Program Manager Caitlin Mackesey (244-3911) with any questions or concerns regarding your match.

I agree to follow these policies.

Name (*Print*) ➡ _____

Signature ➡ _____ Date: _____

