

# Tutor Contract



Name \_\_\_\_\_

Tutors in the CADS Tutorial Lab must abide by the following **rules and regulations**:

1. Arrive on time for appointments or lab hours. You must sign in at the front desk every time you enter the lab and sign out when you leave. If you are unable to make an appointment you must contact your tutee, Linda, or the front desk. **Be visible**; make sure that your name tag is displayed each time you are in the lab.
2. Please do your job first and foremost. As your presence reflects the CADS department it is essential for you to be friendly, pleasant, and helpful to all of your tutees. Your tutees require all of your attention during a tutoring session.
3. When assigned a tutee, maintain contact and try to schedule regular appointments. Check your email daily for CADS updates, and tutee responses.
4. There should be no dating or flirting between tutor and tutee, however, if it is a concern you should find another tutor to assist the student. Remember you are the **professional**.
5. As a tutor, keep the noise level in your tutoring session down. This will help to keep the noise level low for the CADS Lab. Remember that we are still in the library.
6. Clean and straighten the area where you tutor when you are done. Dispose of used scrap paper, push chairs in and make sure all materials have been put away.
7. Tutors, who are not CADS students, please limit your computer usage especially during busy times. The computers are for students first.
8. Friends are not allowed in the Lab unless they are CADS students. The Lab is a busy academic place for CADS students not for social gatherings. Please help us to maintain an academic atmosphere.
9. Make sure your timesheets and verification forms are filled out correctly and completely. Refer to the CADS website and orientation booklet for steps and procedures. It is essential that all information is correct and truthful.

I have read and understand the rules and regulations above and know that if I choose not to follow these rules I can be dismissed.



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