

AOP Tutoring Tutor Contract

As a student working as a tutor for the Access Opportunity Program, I understand that I am entering into an agreement with both the department and my assigned clients. In order to benefit from my position and to have a successful tutoring relationship I agree to the following:

1. I agree to get to know each of my clients individually. I understand that each student learns differently and I may be required to learn and grow along with my client(s).
2. I agree to communicate regularly with my client(s). Communication includes expressing goals and weekly plans for my tutoring sessions as well as scheduling, rescheduling, or **cancelling meetings in a timely fashion (at least 24 hours' notice)**. Failure to communicate scheduling or cancellation issues with my clients will count against me and may lead to the loss of this position.
3. I agree to communicate with the AOP Department in the forms of:
 - a. Completely and accurately updating the AOP Tutor Logs after each and every meeting.
 - b. Handing in my accurately **completed time sheet to the AOP Secretary on or before the due date.**
 - c. Routinely checking my Geneseo email account and responding to emails from the program.
4. I understand that I am not a teacher. My client's grade is not my responsibility. I am an assistant in the learning process and understanding of material. I serve as a study partner and/or a helpful guide.
5. I understand that upon being placed with a client I have entered into a semi-professional position where I have advanced responsibilities to protect and support both the client and the AOP Office. My relationship with clients will be strictly professional and I agree to hold all private information confidential.

AOP tutoring is an earned privilege that means to guide and help our students meet and exceed their personal academic goals for each of their classes. We do our best to pair tutors with clients as quickly as possible, but patience and proper communication are virtues we appreciate and respect.

I, _____, understand and agree to all the above statements.

Signature

Date