

# Tutor Agreement (subject to change)

In order to work as a tutor in the CSUS Writing Center, I agree to the following.

I will:

- 1) carefully consider my course load before marking my availability. (If in doubt, mark fewer hours and increase availability later.)
- 2) keep track of my appointment times and my students' folders.
- 3) meet promptly with my scheduled appointments, cancel only when absolutely necessary and try to find a substitute tutor. If I have to cancel, I will call 667-3465 as soon as I know I can't make an appointment. *Repeated absences and tardies may result in reduced hours or dismissal.*
- 4) refrain from writing on a student's paper. Instead, I will write notes, examples, etc. on a separate sheet of paper.
- 5) read lab instructions carefully and complete them to the best of my ability. (I will seek help from the lab floater, director, or another tutor when I have questions or concerns. I will not question or discuss an instructor with his/her lab students).
- 6) read the tutorial agreement to my tutees and answer any questions they may have.
- 7) use appropriate language and behavior.
- 8) report problems to the director as soon as possible. (Avoid discussions of students or problems with others).
- 9) attend one staff meeting per month (October and November) and a 15 minute conference with the director in December, as determined by the director.
- 10) attend training sessions if I want to tutor in specialized areas (for example, WPST, ESL, walk-in tutoring).
- 11) complete all required record-keeping promptly and as directed.

Name (print): \_\_\_\_\_

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