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__________