

Name (Print) \_\_\_\_\_ CWID# \_\_\_\_\_

## Tutorial Services: Contract of Commitment Agreement (Tutee)

### Welcome to the EOPS Tutorial Services program!

In order to make tutoring a positive and successful experience, there are a few points, which are very important regarding the scheduling of your tutoring session.

First, our responsibility is to coordinate your submitted *schedule of availability* with an available tutor. These sessions are for two-hours per week but can be extended upon approval. Your tutor is expected to help you with questions regarding the homework you have already attempted to do. Your responsibility is to meet the tutor “halfway” by doing your homework first, and having ready, prepared questions prior to your scheduled session.

Second, if you are unable to keep your scheduled meeting with your tutor, please inform our office by calling **(650) 949-7346** at least twenty-four hours in advance so that we can give your hour to another student or give your tutor time to utilize the hour however he or she wishes. After two excused absences, we will consider reassigning your tutor. If you do not leave a message on the office voicemail, email or with the EOPS student assistant, you will be considered a “No-show”. After two unexcused “No shows”, you will be ineligible for EOPS tutorial services for the remaining quarter.

We realize that, unavoidable situations occur and that it is sometimes impossible to give us early notice. If your situation is, in fact, an emergency, you will not be penalized.

Should there be a change to your schedule of availability, you are required to contact the program coordinator prior to your first tutoring session or immediately following the change.

Our office hours are, Monday through Thursday from 8:00 am to 5:00 pm, and on Friday 8:00 am to 3:00 pm. Please refer to the EOPS Calendar or an EOPS representative for holiday closure dates. You may call us any time. Be sure to leave a voicemail message at **(650) 949-7346**. You can also reach us via email at [corraosarah@fhda.edu](mailto:corraosarah@fhda.edu), indicate EOPS Tutorial Services in the subject line.

Finally, all students seeking EOPS Tutorial Services must agree to the following:

## Tutoring Guidelines

### What is a Tutor?

1. A tutor is not a teacher, and is not expected to “teach” the class.
2. A tutor will not do your homework.
3. A tutor cannot be expected to know everything.
4. The tutee cannot expect a tutor to “guarantee” that they will pass the class. The primary responsibility of passing the class is the tutees.

(Over)

Foothill College• EOPS Tutorial Services

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Email: corraosarah@fhda.edu

- 5. A tutee *can* expect a tutor to help to guide him/her in the right direction, helping to strategize learning concepts, to develop better practice skills and to reinforce instructor objectives.
- 6. When being tutored as a part of a group, tutees and tutors should remember that each person is entitled to have the opportunity to ask question, and that there is no such thing as a dumb question.
- 7. A tutor does not have to work with a student who is rude or disrespectful.

Tutees initials

**Remember that all of our tutors, like you, are students!**

Tutees Responsibility:

- 8. To have a free tutor is a privilege. Tutors need stable schedules just like you do. Please remember to come to your appointments and to be on time.
- 9. You are responsible for keeping a record of your meeting times.
- 10. If your tutor is consistently late, please report the problem to the EOPS Tutorial Services Coordinator.

Tutees initials

**Please note: We screen our tutors and attempt to make good tutor/tutee matches, however, if the tutee finds a tutor not helpful or incompatible please let us know as soon as possible.**

*Student Conduct/Academic Honor Code*

The EOPS Tutorial Services program strictly adheres to academic policies & regulations (*Student Rights and Responsibilities/Student Code of Conduct*) as presented by Foothill College, for example:

It is a violation of the Foothill College Academic Honesty Policy to request a tutor to help you with projects and other special problems for which your instructor has specifically directed you to work alone or only with classmates. Tutors will report such violations to your instructor (*FH Tutorial Center Code of Conduct Guidelines*).

*(For more information on Foothill College Student Rights & Responsibilities and Student Code of Conduct see the Student Handbook, current year catalogue, quarter schedule or go to <http://www.foothill.edu/services/affairs>)*

Failure to respect tutors, staff or center rules can result in loss of use of the EOPS Tutorial and General Tutorial Center services.

Tutees initials

**Please check box if you give permission for your assigned tutor to have your telephone number and/or email address to be used for rescheduling purposes ONLY.**

**I do not give permission to release my telephone and/or email address to my Tutor. All messages should go through the EOPS Tutorial Services office.**

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

*Signing this document means that you have read, understand and will adhere to the above contract and to your responsibilities as a tutee.*

*For office use only*

**Quarter:** Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer (Session) \_\_\_\_\_