Tutuion Program - Tuttee Agreement and Code of Ethics

As a tuttee in the Dalhousie Studying for Success Tutoring Program, I declare that I am a Dalhousie University or King’s College student, and I agree that:

- Tutoring sessions are by appointment only and must be arranged through the Dalhousie Studying for Success Tutoring Program by initially filling out the request form, which is found online, and signing this ethics form. Subsequent requests can be made by emailing a request for a tutor to sfs@dal.ca and by payment of fees IN ADVANCE of the tutoring.
  
- I will pay the required one-time registration/admin fee and associated tutoring fees PRIOR to my appointments (as stated in the tutoring constitution on the SFS website: www.dal.ca/sfs).
  
  o I understand that once I pay, I will be matched with a tutor within 2 business days.
  
  o I understand that if I do not pay in advance of my tutoring sessions and I am in arrears with my tutoring payments (of up to $60), all tutoring will immediately cease.

- Tutoring sessions should always be held in a public location.
- I will be punctual and keep appointments once I am matched with a tutor.
- If I am unable to keep an appointment, I shall inform the tutor or program coordinator at least 24 hours in advance. In this case, it is my responsibility to reschedule an appointment.
- I will be charged for appointments that I do not attend and do not cancel 24 hours in advance.
- I will abide by the Code of Ethics as follows:
  
  o I will come prepared for my tutoring session and be ready to explain the extent of my knowledge and where gaps exist.
  
  o I will bring (or send to my tutor in advance of my sessions) my textbook, syllabus, notes, assignment, and any other material that will allow the tutor to understand what needs to be accomplished.
  
  o I expect my tutor to ask questions and make suggestions.
  
  o I do NOT expect my tutor to teach me material that I missed by NOT attending class.
  
  o I understand that tutoring services are supplementary to my classroom instruction and NOT a substitute for it.
  
  o I shall maintain academic integrity, and there will be a mutual understanding that my tutor is NEVER to do work that I should be doing.
  
  o I will remember that my relationship with my tutor is professional and not personal.
  
  o I understand that my information is to be kept confidential by my tutor, but I agree that the tutor can discuss my progress with the program Coordinator.

I have read and understood this agreement/code of ethics in its entirety and, by signing it, explicitly state my concurrence.

Tuttee Name (printed):

___________________________________________________

Tuttee Signature:                                                                                                         Date:

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Dalhousie Studying for Success

Bissett Student Success Centre
Student Union Building, Room 426
Phone: 902-494-3077
Coaches Office: SUB 446A
Coach Coordinator: SUB 401