



Tutoring Program - Tutor Agreement and Code of Ethics

As a tutor in the Dalhousie Studying for Success Tutoring Program, I agree to:

- Be available during the academic year to offer tutoring services in the courses stated in my letter of intent.
- Have my name and contact information provided by the Dalhousie Studying for Success Tutoring Program to students requiring tutoring support.
- Respond to tutees within 2 business days, once matched.
- Be punctual and keep appointments and hold tutoring sessions in a public location.
- **Inform the tutee at least 4 hours in advance if I am unable to keep an appointment.** In this case, it will be my responsibility to reschedule.
- **Be solely responsible for tracking my hours worked and ensuring I receive payment from my tutees.**
- Charge no more than **\$20/hr** for tutoring sessions arising from a tutor/tutee match by the SFS program.
- **Be solely responsible for all taxes** arising out of monies earned as a tutor (i.e. you are not an employee of Dalhousie and Dalhousie is not remitting any taxes on your behalf).
- **Accept payment directly from tutees at a time agreed upon by tutor and tutee.**
 - o *It is suggested that payment be accepted immediately prior to the tutoring session, at the time of the tutoring session, or immediately after the tutoring session (for the latest) via Interac e-Transfer.*
- Abide by the Code of Ethics as follows:
 - o With regards to tutoring, **my top priority is to maintain subject proficiency and impart such knowledge to my tutee.**
 - o My tutee deserves and will receive my total attention during tutoring sessions.
 - o The language used must be mutually understandable at all times.
 - o I will be patient in my role as a tutor.
 - o I will respect my student, and tutor without being judgmental.
 - o I will not use derogatory language to my student.
 - o I will strive to provide honest feedback as I tutor.
 - o I will keep my relationship with my tutee professional and not personal.
 - o I will not impose my personal value system or lifestyle on my student.
 - o I shall maintain academic integrity, and there will be a mutual understanding that my role as a tutor is **never** to do the student's work.
 - o I will keep information about my student confidential.
 - o **I will admit my own weaknesses and will seek assistance or refer my student to the appropriate resource when necessary.**
- Make SFS Coordinator aware of any concerns that arise during tutoring.
- Inform SFS Coordinator when I am no longer available to tutor.

I have read and understood this agreement/code of ethics in its entirety and, by signing it, explicitly state that I agree to be bound by its terms.

Tutor Name (printed): _____

Tutor Signature: _____ Date: _____