



## Tutoring Program - Tutee Agreement and Code of Ethics

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

- Be initially matched by the Dalhousie Studying for Success Tutoring Program by:
  - Reading, completing, and signing this Tutee Agreement and Code of Ethics and the tutee request form.
  - Completing (during an appointment with a study coach) a brief study skills assessment. If additional tutors are required, requests can be submitted to [sfs@dal.ca](mailto:sfs@dal.ca).
- **Pay the required tutoring fees (which will be no more than \$20/hr.) directly to my tutor as agreed upon (either immediately prior to, during, or immediately after my tutoring sessions) via Interac e-Transfer.**
  - **I understand that if I do not pay my fees to my tutor in the agreed upon manner, all tutoring will immediately cease.**
- Ensure that tutoring sessions are always held in a public location.
- Be punctual and keep appointments once I am matched with a tutor.
- **Inform the tutor at least 4 hours in advance if I am unable to make an appointment.** In this case, it is my responsibility to reschedule an appointment.
- **Being charged for appointments that I do not attend and do not cancel at least 4 hours in advance.**
- Abide by the Code of Ethics as follows:
  - I will provide my tutor with my textbook, syllabus, notes, assignment, and any other material that will allow the tutor to understand what needs to be accomplished.
  - I will come prepared for my tutoring session and be ready to explain the extent of my knowledge and where gaps exist.
  - I expect my tutor to ask questions and make suggestions.
  - I do **NOT** expect my tutor to teach me material that I missed by **NOT** attending class.
  - I understand that tutoring services are supplementary to my classroom instruction and **NOT** a substitute for it.
  - 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.
  - I will remember that my relationship with my tutor is professional and not personal.
  - 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, if the need arises.
  - I will keep all personal information, including name and contact information, about a prospective tutor I receive from the Dalhousie Studying for Success Tutoring Program, confidential.

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.

Tutee Name (printed):

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Tutee Signature:

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Date:

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