

TUTORING AGREEMENT

In order to receive free technical assistance and tutoring from Barstow Community College, you must agree to the following terms and conditions. Please carefully read the entire list and select "I agree" at the bottom of the page if you wish to schedule an appointment.

- Sessions are limited to 45-60 minutes per day, and you can only have 2 appointments a week per subject. Back-to-back appointments are not permitted. If you have an Academic Accommodation Plan for extended time or for any other reason you would like recognized at your tutoring session, the plan must be included upon scheduling the appointment.
- You are expected to arrive at your appointment at the scheduled time. If you are unable to make your appointment, you will need to notify either your tutor or TLSC staff 24 hours in advance by emailing TLSC@barstow.edu.
- If you are more than 15 minutes late to an appointment without contacting the tutor or TLSC staff in advance, the tutor will be excused from the appointment and the student marked as "no-show."
- Arrive to your appointment with all materials necessary to complete coursework available, this includes formulas and/or lecture material provided to you by your instructor and any other things you may need such as textbook, calculator, writing utensils, course syllabus, etc.
- Tutors cannot help students with any subjects outside of their listed capabilities. Students will be redirected to make an appointment with a different tutor if they need additional help outside of the subject(s) they have requested tutoring for.
- Tutors will provide reinforcement of classroom instruction through demonstration, explanation, clarification, modeling, etc. Tutors will NOT: do your homework for you, "cram" with you for a last-minute study session, help you directly while taking a test or quiz, write your paper, give you the answer, give you a topic/idea, or perform under an unreasonable time limit.
- Students agree that tutoring will not necessarily result in perfect work and does not guarantee an "A" or a passing grade.
- Should conflicts occur due to scheduling, personalities, or any other concerns between a student and tutor, the student must contact a Learning Support Specialist directly to make any appropriate changes or adjustments.
- If a student is marked as a "no-show" twice within a four-week period, you can only do drop-in appointments; no appointments can be made.

During a scheduled tutoring session these standards must be followed:

- Students must abstain from using any derogatory or profane language.
- Students must not leave the computer during the session.
- Students must be respectful of the tutor's time and show up ready to work, engaged, and focused.
- Students must treat their tutor with respect and bring any issues to TLSC staff to resolve rather than confront the tutor directly.
- Students must not disrupt other students, staff, or faculty. After two warnings, students will not be able to return.

B# _____

Date _____

Print name _____

Signature _____