

University of La Verne
Learning Enhancement Center
Tutor Letter of Agreement

If I agree to be a tutor in the Learning Enhancement Center, I agree to the following obligations and responsibilities:

1. I will complete my timecard on a daily basis, or every day that I tutor in the LEC. I will record only the hours I actually tutor, participate in Tutor Training, or perform other LEC duties as assigned by the assistant director and/or director (see #4 & #5).
2. I will log in to AccuTrack every time I enter the LEC for a tutoring session, and I will log out when I leave the LEC.
3. I will check the tutor schedule in the computer on applicable mornings to verify my appointments for that day. It is my responsibility to call a student 24 hours in advance if I am unable to keep an appointment. **One** appointment missed without notification will result in a period of probation. **Two** appointments missed will result in termination. (Canceling an appointment the same day is equivalent to missing an appointment)
4. I will indicate “No Show” in student folder if tutee does not show 15 minutes after the scheduled time for an appointment. I then have the option of either taking the session period unpaid *or* performing alternate LEC-related duties during the session period for compensation. If I elect to be compensated for the time, I must notify the assistant director and/or director within 20 minutes of the session start time.
5. If a student cancels his/her scheduled appointment within two hours of the appointment start time, I then have the option of either taking the session period unpaid or performing alternate LEC-related duties during the session period for compensation. If I elect to be compensated for the time, I must notify the assistant director and/or director at the session’s start time.
6. I will attend the tutor orientations held prior to the start of the fall and spring semesters at the times indicated by the LEC director; I recognize that failure to attend or make alternate arrangements with the director may result in termination.
7. I will attend the tutor staff/professional development meetings as scheduled by the LEC director during the course of each semester. If I do not attend at least two of the four available meetings each semester, I recognize I can be terminated.
8. I will conduct all tutoring sessions in the LEC and within the hours that the LEC is open. If I must tutor outside the LEC for any reason I will sign the “Sign Out” form located at the Center Supervisors desk.
9. I will use the textbooks and materials provided in the tutor cabinet for tutoring purposes only. I am also aware they are to remain in the center at all times.
10. I will keep accurate files on each student that I tutor, and per FERPA regulations, I will not discuss a student’s progress outside of the LEC confines and only with the LEC Director, the Assistant Director, or the Instructor.

Name: _____

Signature: _____ **Date:** _____