Checklist for Tutors

- Tutors report to the Tutoring Central (TC) Coordinator.
- Tutors may be required to take a proficiency test before hire and will undergo routine evaluations.
- Tutors are allowed up to 25 hours each week.
- Tutors are only to tutor students enrolled at the University of Central Oklahoma or in affiliated Rose State classes. (No ELI or children of students.)
- Check for messages at the desk or changes to the tutoring schedule, when you come in.
- Be on time.
- Personal appearance and hygiene are very important. Clothing should be clean, unwrinkled, and respectful to those you have to work with and those you tutor. The following are not permitted:
  - Short shorts
  - Any form of clothing that reveal undergarments
  - Low cut tops
  - Bare feet
  - Clothes with inappropriate messages or symbols
- Maintain a friendly but business type relationship with your student clients.
- Do not let tutoring sessions be used for idle chit-chat or counseling. Keep the students focused on the material. If they have a problem or need counseling, refer them to the appropriate resource.
- Student clients may be anxious and/or feel intimidated. Help them feel comfortable and try to build their confidence by pointing out good things along with the difficulties they need to correct.
- The TC is a tutoring center. While we want the students to feel comfortable, it is not a library nor a clubhouse or lounge for students. Students no working with or waiting for a tutor should be discouraged from “hanging out” in the TC.
- Student clients are allowed ten minutes before they are considered a no-show. Then, mark them as a no-show in the system and take any walk-ins that may need help.
- The second time a student is a no-show, they will not be able to schedule appointments until they speak to a TC representative and understand that one more missed appointment will result in them not being allowed to schedule further appointments for the semester.
- The student client is responsible for bringing the materials needed—assignments, papers, books, etc.—for the session. Papers need to be printed prior to coming to the Writing Lab. We will not print student papers or assignments for the.
- As the tutor, you are to provide assistance with subject matter but you are no to do the work for the client nor should you teach unassigned or class material which is outside the scope of the class to a client.
- Have the student client make the corrections or do the problems as you guide them. Put your pencil down!
- Do not get into negative discussions about the instructors.
- Books and handouts are available for reference, and you and the student client can make use on online resources.
• If you are unable to work your scheduled time or must cancel an appointment, it is your responsibility to notify your student clients and the TC so we will know that you will not be there.
• It is your responsibility to keep up with your time sheet daily and submit your time sheet to your supervisor biweekly. Failure to do this will result in you not getting paid on time.

I have read and understood the above and agree to follow the mandates provided by Tutoring Central.

Signature: ___________________________________________ Date: _______________