

Nebraska Methodist College (NMC) provides individual and group tutoring services to students at no charge. We believe that tutoring can be an effective way for our students to learn and master course material. NMC tutors and students working together in a collaborative manner is imperative to achieving the best possible result. Tutors serve a very specific role at NMC and operating within the boundaries of that role promotes greater growth, development, and success. Having a clear understanding of the roles and responsibilities, including the limits, of the tutor role will help promote student learning, clarify what a tutor can and cannot do for a student, and reduce the opportunity for tutors to be in situations in which s/he feels pressured to support a student in a manner that is unethical for a tutor.

Outlined below are the responsibilities and expectations of both the tutor and student, and of the relationship between them. Tutors and students are encouraged to review these responsibilities and expectations at the outset of any tutoring relationship, and whenever appropriate thereafter.

THE TUTOR PARTNERSHIP WITH THE STUDENT

As a tutor providing a service to students requesting assistance, I understand that my responsibilities include:

- Be available for at least 5 hours each week for individual or group tutoring
- As a positive role model for my student, I will:
 - Actively and attentively listen to the student to better understand the nature of their difficulties with course material
 - Explore, encourage, and respect the individuality of my student's unique learning styles
 - Ask questions to help students clarify and focus their thoughts, understand the material, and identify and understand errors in their work or thinking
 - Suggest, demonstrate, or model techniques students can use to use in their own work
 - Discuss course content and work problems or questions *as examples*
 - Encourage students to take responsibility for their own work
 - Show students how to get the most out of their textbooks and introduce students to other resources including websites, student solution manuals, and handouts
- Notify my student if I cannot attend tutoring sessions or will be late with as much advance notice as possible. I understand that failure to do so may result in my being removed as a tutor
- Adhere to the ATP's Code of Ethics (http://www.myatp.org/ethics.htm#CODE_OF_ETHICS)
- Track our tutoring sessions via the online tutor time record
- Consult with course faculty or the Coordinator of Academic Success to ensure I am aware of any course changes in materials or content
- Consult with NMC staff or the student's teacher to discuss the student's progress if needed and as agreed upon by the student
- Contact the Coordinator of Academic Success (Clark 1223, 402-354-7214) if I do not feel comfortable with my student, if my student has been unresponsive or consistently unprepared, or if any other concerns regarding tutoring arise

As a tutor providing a service to students requesting assistance, I will *not*:

- Simply provide specific answers related to quiz or exam questions
- Complete or rework students' assignments or work for them
- Guarantee students' academic success or predict students' grades on assignments
- Engage in, encourage, or support criticism of instructors, assignments, or textbooks

THE STUDENT PARTNERSHIP WITH THE TUTOR

As a student seeking tutoring assistance, I understand that my responsibilities include:

- Arrive to tutoring sessions on time and take an active interest in my own learning
- Attempt course work and assignments prior to tutoring sessions
- Ask questions when I do not understand
- Bring my books and/or class materials – and questions – to tutoring sessions
- Respect my tutor and listen while he or she is providing me with assistance
- Notify my tutor if I cannot attend tutoring sessions or will be late with as much advance notice as possible. I understand that the tutor may be assigned to another student if I miss three (3) tutoring sessions without prior notification
- Contact the Coordinator of Academic Success (Clark 1223, 402-354-7214) if I do not feel comfortable with my tutor, if my tutor has been unresponsive, or if any other concerns regarding tutoring arise

Tutor Signature

Date

Student Signature

Date