

Learning Assistance Center

Tutoring Contract

Student Name: _____
Student ID #: _____
Course (i.e. Math122): _____

Tutoring Type (circle one): Drop in/Individual
Email Address: _____
Phone Number: _____

Please indicate the campus programs that you are affiliated with (circle all that apply):

DSS EOP BLC PASS MSI H2OLA PFS SAS
Athletics CAMP Veterans Services

The purpose of this contract is to highlight the overall goals of the Tutorial Services Program and the expectations of both the student (tutee) and the tutor in order maximize the effectiveness of each tutoring session. This document must be signed prior to the first tutoring session of the semester. Inquiries and/or concerns should be directed to the Tutorial Services Coordinator(s).

Payment

Please note that students referred by LAC partners for individual tutoring sessions are not responsible for payment of tutoring fees.

Please indicate how you plan on paying for your individual appointments (i.e. referral card):

Payment for Individual Tutoring Appointments is due at the time of service. **The fee is \$13 per session, payable by Beach Card only.**

There is no fee for Drop-In tutoring.

Goals

The goals of tutoring are:

- To aid in developing higher student competence and/or confidence in a particular subject.
- To foster independent and active learning.
- To maintain an environment that encourages a positive approach to learning.

Student Responsibilities

Students are expected to:

- Attend class on a regular and consistent basis.
- Prepare for each session by knowing what you would like to be helped with ahead of time. Bring an agenda and a list of questions that you would like to go over with your tutor.
- Check in with the LAC front desk at the beginning of each visit.
- **Attend all scheduled sessions (see attendance policy on back).
- **Arrive on time or early, and bring all academic support materials (i.e. textbooks, notes, worksheets, pen/pencil, etc.)
- Participate actively by asking questions and completing practice problems, etc.

Tutor Responsibilities

Tutors are expected to:

- Review material to be covered prior to each tutoring session.
- Use a variety of questioning techniques to help students determine areas of concern.
- Use examples to demonstrate concepts and theories; provide tutees with opportunities for practice.
- Make appropriate referrals for outside assistance, if necessary.
- Complete accurate session records.
- **Attend all scheduled sessions and arrive on time or early.
- **Wait fifteen (15) minutes before marking a student as a “no-show.”

Goals of Tutoring are Achieved By:

- Engaging in discussions pertaining to the subject.
- Encouraging students to find answers on their own, using textbooks, notes, etc.
- Asking questions to help the student process information and transfer knowledge into their long-term memory.
- Creating opportunities for students to practice what they are learning by providing mini-quizzes, practice problems, or other activities.
- Reviewing notes, previously-graded assignments, projects and/or tests to identify strengths and weaknesses.

Goals of Tutoring are not Achieved By:

Engaging in any form of academic dishonesty. For example: Tutors cannot complete or grade homework assignments, quizzes, projects, tests, etc. Tutors cannot attend class for a student or provide notes to the student from class. Information pertaining to the CSULB Academic Integrity policy can be found at the online catalog: csulb.edu/catalog

Attendance Policy

Drop-In Tutoring

Students who have registered for Drop-In tutoring are welcome to attend during the posted scheduled times for their particular subject. The Drop-In schedule is posted online at www.csulb.edu/lac.

Individual Tutoring

Students have the option of scheduling individual appointments in person up to one week in advance. Individual appointments are limited to one per week per course.

****Important note regarding individual appointments**

You must contact the LAC office with at least 24 hours' notice to cancel or reschedule any previously scheduled appointment. Students who cancel or who are marked as a “no-show” for more than two (2) previously scheduled appointments per semester may lose the privilege of scheduling appointments.

I have read and understand the information contained in this document.

Student Name (Print) _____
Date _____

Student Signature _____

**Information pertains only to Individual Tutoring Appointments