

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 350

SUBJECT: Tutoring Program

Responsibility of: Coordinator of Student Services
Revised: October, 2015 Reviewed: 2017

Purpose

To provide support to students seeking additional learning support in a particular course(s).

The purpose of the tutoring program is to improve study skills and course grades. Participation in the program is optional.

Students who exhibit difficulty in either their specialty or general education studies are encouraged to participate in this program.

Process

1. A student requesting a tutor (hereafter called the tutee) will submit a tutoring request form to the Coordinator of Student Services. The request form is available on the intranet homepage and the RSHS website.
2. The Coordinator of Student Services will check to see if peer tutors have been identified for that course and assist in identifying potential student tutors.
3. The Coordinator of Student Services will request names of potential tutors from the Course Coordinators/faculty in the course.
4. The Coordinator of Student Services will approach recommended students to identify their interest in becoming a tutor.
5. The Coordinator of Student Services will provide a list of potential tutors to the tutee
6. Tutee will contact tutor to schedule an appointment.
7. Tutoring sessions are determined by the tutee's needs and availability of the tutor.
8. Payment for tutoring services is determined by the tutor. The school is not responsible for the financial arrangements between the tutor and tutee. The school will not be engaged in the actual setting of fees, or the collection/payment for service. These decisions are solely the responsibility of the tutor and tutee, and payment shall be made directly from the tutee to the tutor.
9. Additional suggested process:
 - a) Tutee contacts the tutor to request assistance.
 - b) Discuss and agree upon arrangements and payment. A sample tutoring agreement form is available in the Coordinator of Student Services office. It is suggested that the tutor and tutee sign an agreement form for the purpose of providing clear communication and expectations between the two parties.
 - c) Exchange contact information: phone numbers and e-mail addresses.
 - d) It is suggested that tutoring occurs on the school campus, or in a safe public area such as a café, bookstore etc. Avoid arranging sessions in a private home or private location where the safety of either party could be in jeopardy.

- e) It is the tutee's responsibility to notify the tutor of the need to cancel any tutoring appointments. All cancellations should be made four (4) hours before the scheduled tutoring appointment if possible.
 - f) Either party may decide to alter or end the agreement at any time, but it is suggested that the notice be provided in writing with 7 days notice.
 - g) If a tutee is disruptive during a tutoring session, tutor may request dismissal of tutee from the tutoring session.
 - h) Tutees are expected to come to tutoring sessions with specific questions or problems. The tutor is there to clarify information, answer questions, explain problem-solving methods, and provide similar help. Tutees may not ask the tutor to complete assignments or engage in any activity which could be considered academic dishonesty.
 - i) Please contact the Coordinator of Student Services by phone or email if you have any problems, questions, or suggestions.
 - j) It is requested that the tutor provide hours serviced to the Coordinator of Student Services for tracking purposes and recognition.
10. Participation in tutoring may or may not improve grades and the tutor makes no promises or warranties with regards to academic performance as a result of any tutoring provided.

Note: Availability of tutoring is not guaranteed and is based upon volunteer student tutors.

Tutoring Agreement

THE PARTIES TO THIS AGREEMENT ARE:

Tutor Name		Student Name	
Address (optional)		Address (optional)	
Phone	Email	Phone	Email
(Hereinafter referred to as the "Tutor")		(Hereinafter referred to as the "Tutee")	

Whereas the Tutor shall provide tutoring to the Tutee in the following subject(s):
 _____ at the following location:
 _____.

The above named tutee is voluntarily requesting tutoring services to improve academic achievement. The Tutee acknowledges that he/she is expected to come to tutoring sessions with specific questions or problems. The tutor's role is to clarify information, answer questions, and explain problem-solving methods (not re-teach the content).

Both parties have agreed upon payment for tutoring at _____ per hour. Payment is expected immediately at the conclusion of each tutoring session. The tutee is personally responsible for the payment of tutoring services and will make the payment directly to the tutor following the end of the session. Participation in tutoring may or may not improve grades and the tutor makes no promises or warranties with regards to academic performance as a result of any tutoring provided.

This tutoring agreement may be altered or terminated by either party at any time by giving the other party seven days prior written notice.

The signature of both parties below indicates that we have read and understand RSHS Tutoring Policy and agree to abide by the policy.

Tutor Signature	Date	Tutee Signature	Date
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