

Name (Print) _____ CWID# _____

Tutorial Services: Contract of Commitment Agreement (Tutee)

Welcome to the EOPS Tutorial Services program!

In order to make tutoring a positive and successful experience, there are a few points, which are very important when you agree to meet with and EOPS tutor.

First, our responsibility is to coordinate your submitted *schedule of availability* with an available tutor. These sessions are for two-hours per week but can be extended upon approval. Your tutor is expected to help you with questions regarding the homework you have already attempted to do. Your responsibility is to meet the tutor “halfway” by doing your homework first, and having ready, prepared questions prior to your scheduled session.

Second, if you are unable to keep your scheduled meeting with your tutor, please do your best to inform our office by calling **(650) 949-7346** at least twenty-four hours in advance so that we can give your hour to another student or give your tutor time to utilize the hour however he or she wishes. After two excused absences, we will consider reassigning your tutor. If you do not leave a message on the office voicemail, email or notify an EOPS office assistant of your absence, you will be considered a “No-show”. After two unexcused “No shows”, your tutor will be reassigned and you may lose EOPS tutorial services for the remaining quarter.

We realize that unavoidable situations occur and it is sometimes impossible to give us early notice. If unavoidable, please contact the office as soon as you know you cannot meet with your tutor and you will not be penalized.

Should there be a change to your schedule of availability, you are required to contact the program coordinator prior to your first tutoring session or immediately following the change.

Our office hours are, virtual and in-person, Monday through Thursday from 8:00 am to 5:00 pm. Friday is in-person only, 8:00 am to 3:00 pm. Please refer to the EOPS Calendar or go to, <https://foothill.edu/eops> for holiday closure dates. You can reach us via email at corraosarah@fhda.edu, be sure to indicate EOPS Tutorial Services in the subject line or call, (650) 949-7346, Be sure to leave a voicemail message.

Finally, all students seeking EOPS Tutorial Services must agree to the following:

Tutoring Guidelines

What an EOPS Participant (Tutee) Can Expect:

1. A tutee can expect a tutor to help to guide him/her in the right direction. The goal is to help strategize learning concepts, to develop better practice skills and to reinforce instructor objectives.
2. A tutor is not a teacher, and is not expected to “teach” the class.
3. A tutor will not do your homework.
4. A tutor cannot be expected to know everything.
5. The tutee cannot expect a tutor to “guarantee” that they will pass the class. The primary responsibility of passing the class is the tutees.

(Over)

Foothill College• EOPS Tutorial Services

12345 El Monte Road Los Altos Hills CA
94022-4599 Room 3600
(650) 949- 7346
Email: corraosarah@fhda.edu

- 5. When being tutored as a part of a group, tutees and tutors should remember that each person is entitled to have the opportunity to ask questions, and that there is no such thing as a dumb question.
- 6. A tutor is not required to work with a student who is rude or disrespectful.

Tutees initials

Remember that all of our tutors, like you, are students!

Tutees Responsibility:

- 8. To have a free tutor is a privilege. Tutors need stable schedules just like you do. Please remember to come to your appointments and to be on time.
- 9. You are responsible for keeping a record of your meeting times.
- 10. If your tutor is consistently late, please report the problem to the EOPS Tutorial Services Coordinator.

Tutees initials

Please note: We screen our tutors and attempt to make good tutor/tutee matches, however, if the tutee finds a tutor not helpful or incompatible please let us know as soon as possible.

Student Conduct/Academic Honor Code

The EOPS Tutorial Services program strictly adheres to academic policies & regulations (*Student Rights and Responsibilities/Student Code of Conduct*) as presented by Foothill College, for example:

It is a violation of the Foothill College Academic Honesty Policy to request a tutor to help you with projects and other special problems for which your instructor has specifically directed you to work alone or only with classmates. Tutors will report such violations to your instructor (*FH Tutorial Center Code of Conduct Guidelines*).

(For more information on Foothill College Student Rights & Responsibilities and Student Code of Conduct see the Student Handbook, <https://foothill.edu/handbook/>)

Failure to respect tutors, staff or to adhere to the above responsibilities can result in loss of use of EOPS Tutorial Services.

Tutees initials

Please check box if you give permission for your assigned tutor to have your telephone number and/or email address to be used for rescheduling purposes ONLY.

I do not give permission to release my telephone and/or email address to my Tutor. All messages should go through the EOPS Tutorial Services office.

Signature _____ Date _____

Signing this document means that you have read, understand and will adhere to the above contract and to your responsibilities as a tutee.

For office use only

Quarter: Fall _____ Winter _____ Spring _____ Summer (Session) _____