

## ARC Tutor Expectations

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Tutoring is both an honor and a responsibility and, although no Hippocratic Oath exists such as doctors take when entering the medical profession, your role as a peer tutor does include agreed upon practices and ethical guidelines, such as the following:

1. To help students gain confidence in themselves and to promote their independent learning
2. To respect students, including their ability levels, cultural differences, and learning styles
3. To arrive punctually for all appointments and work shifts, both as a courtesy and as an example
4. To maintain confidentiality at all times with information students share: grades, personal problems, classroom observations
5. To refrain from criticism or editorializing about ODU faculty and staff
6. To honesty when you do not know an answer, and a commitment to work with your tutee to find answers
7. To greet and to welcome any ODU student who comes to you for assistance
8. To do your best every time to assist students
9. To communicate with your supervisor when job-related concerns surface
10. To maintain accurate records and to document your sessions and schedules in TutorTrac
11. To continue to improve your own proficiency in your subject area by attending all training sessions and meetings
12. To inform students as appropriate about other campus resources
13. To remain in your work place during all scheduled hours (unless you need to use the "five minutes away" alternative)
14. To refrain from eating and loud socializing in your work place
15. To maintain a professional relationship with your tutees
16. To dress in an appropriate manner

I, \_\_\_\_\_, do agree to the above expectations in my work as an ARC tutor, and I know that a violation of these expectations could cause my dismissal.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_