
TUTEE PROCEDURES AND RESPONSIBILITIES

Please retain for your records

1. You are not guaranteed assignment of a tutor; however, the Tutoring Center will do its best to match your request within a reasonable amount of time. Please allow **10-14 business days** for your request for individual tutoring to be matched with an available tutor. While waiting, we suggest:
 - a. Attending open group tutoring sessions B times and dates are available upon request (also available on the website)
 - b. Meeting with your professor during office hours to receive help
 - c. Asking a classmate or friend for help
 2. You will be notified via your marauder e-mail when a tutor has been assigned to you. It is **your responsibility** to meet your tutor for an initial meeting in the Tutoring Center, Lyle Hall room 328. This brief meeting will take place during regular Tutoring Center office hours. You will be notified of the specific time for your initial meeting.
 3. During the initial meeting, you will meet your tutor, and the two of you will arrange a regular time and place to meet for tutoring. You will also exchange telephone numbers and e-mail addresses, and you will give your tutor the name, phone number, office hours, and office location of your professor.
 4. Once these steps have been completed, you are free to meet with your tutor every week for up to one (1) hour for every credit hour of class (for example, a 3 credit class allows you up to 3 hours per week of tutoring).
 5. All tutoring sessions must take place in a public place, such as the library, and may **not** take place in a residence hall room, apartment, or home.
 6. It is your responsibility to show up for the tutoring session with specific questions, problems, complete assignments, notes, textbooks, and other course-related materials. Tutors will be available to clarify information, answer questions, explain problem-solving methods, and provide similar help. **Tutors will not do problems, reports, or other assignments for you.**
 7. If problems in the tutoring relationship arise, (i.e., scheduling conflicts, personal conflicts, etc.) please contact the Tutoring Center immediately at 717-871-2420 or via e-mail at tutoringcenter@millersville.edu.
 8. If you are unable to attend a scheduled meeting with your tutor, contact him/her immediately and cancel the meeting. Missed appointments strain the relationship. **Missing two (2) tutoring sessions without notice will result in your having to reapply for a tutor.**
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Tutee Request Form Class Information Page

Name _____ MU ID # M00 _____
Class Title: _____
Course Number: _____ Dept: _____
Professor=s Name: _____
Comments: _____

For Office Use Only

| | | |
|------------------------------------|----------------------------------|----------------------------------|
| Offered student individual / group | Student chose individual / group | Date & Initials _____ |
| Tutor Assigned: _____ | | Phone: _____ |
| Tutor's Email: _____ | | @marauder.millersville.edu |
| Date Completed: _____ | | Initial Meeting Date/Time: _____ |

Tutee Agreement

I have read and I understand the procedures and responsibilities of a tutee receiving services from the Millersville University Tutoring Center through the Office of Learning Services.

I agree to adhere to these procedures and responsibilities, and I understand that failure to do so may result in my tutor being assigned to someone else and my having to reapply for a tutor.

I understand that my responsibility as a tutee is to attend scheduled tutoring sessions and bring course materials and specific questions or problems. I understand that my tutor may **not** do problems, reports, or other assignments for me.

I understand that all tutoring sessions are to be conducted in a public place, such as the library, and may **not** be conducted in a residence hall room, apartment, or home.

I understand that the tutor-tutee relationship is a confidential one, that information regarding the tutor, including but not limited to, phone number, e-mail address, and local address, is to remain confidential, not to be disclosed to anyone outside the Tutoring Center Office unless authorized to do so by the tutor. I also agree not to use the tutor=s personal information for any use other than tutoring. *Failure to maintain confidentiality may result in the termination of tutoring services.*

I understand that if I have questions or concerns about the above procedures and responsibilities, I should contact one of the Tutoring Center Graduate Assistants at 717-871-2420.

TUTEE

Print Name _____ Signature _____ Date _____

WITNESS

Print Name _____ Signature _____ Date _____



Steps to Receiving a Tutor

Please use this checklist as a guide to understanding where you are in the tutor-assignment process.

Note: While our office makes every effort to find you a tutor, we *cannot guarantee* we will be able to find one for you.

Step 1: Fill out application to receive a tutor.

- Bring all necessary information: class number, professor name and contact information, class schedule

Step 2: Allow 10-14 *business* days for the Tutoring Center to find a potential tutor.

- Our office actively searches for an appropriate tutor. In the meantime, we suggest taking advantage of group tutoring sessions (see our office for a schedule) and your professor's office hours.

Step 3: When a tutor is found, you will be contacted for an initial meeting with the tutor at our office.

- The initial meeting is 10-15 minutes and is designed for you to exchange information with your tutor.

Step 4: Tutoring takes place.

- It is your responsibility to plan a tutoring schedule with your tutor.
- The maximum amount of tutoring allowed is 1 hour per course credit. This does not include group tutoring.

Please contact our office if you have any questions or concerns about the tutoring process.

Lyle Hall 328
Tutoring.center@millersville.edu
717-871-2420