

# TUTOR PROCEDURES AND RESPONSIBILITIES

**Please retain this sheet for your records**

Thank you for your interest in becoming a tutor for the Tutoring Center. In order to help the tutoring process function effectively, you are required to follow the procedures listed below. Please read the following carefully before completing the Tutor Employment Application Form.

1. Upon assignment of a student for individual tutoring, you must:
  - a. Allow contact information to be released to your tutee.
  - b. Arrange with your assigned tutee, on your own, a regular time and place for tutoring (see #8 below for restrictions), exchanging any additional information as needed.
  - c. Meet with tutee's professor(s) on your own to receive guidance for course objectives.
  - d. E-mail hours worked according to the payroll calendar you received.  
**Note:** Two late reports may result in termination of your employment as a tutor.
  - e. Contact us immediately if you have any problems, questions, or suggestions.
2. Individual tutors are entitled to receive 15 minutes of preparation time for every session that you tutor. In order to avoid confusion, the Tutoring Center will calculate and add the prep time.
3. Tutees must attend tutoring sessions with specific questions or problems. You are there to clarify information, answer questions, explain problem-solving methods, and provide similar help. Tutees **may not** ask you to do problems, reports, or other assignments for them. Each tutee has been made aware of these guidelines, so if appropriate effort is not being made, please let the Tutoring Center know immediately.
4. You are allowed to tutor every week for up to one hour per course credit. For example, if you are tutoring someone in a three (3) credit course, you are allowed to tutor that person for up to three (3) hours a week for that one course.
5. If a tutee misses two sessions of individual tutoring without notifying you ahead of time, or calls at the last minute to cancel without good reason, please notify the Tutoring Center immediately. Your time is valuable and a student who repeatedly misses sessions is not serious about wanting help. We will notify the tutee that the tutoring arrangement will be discontinued. We will also try to find you another tutee.

Note: If a tutee does not show up for an individual tutoring session, please wait fifteen (15) minutes (you will be paid for that 15 minutes). Remember to enter no show on your time report e-mail so you can be properly paid.

6. The use of cell phones and other electronic devices not directly related to tutoring is prohibited during tutoring sessions. Examples of unrelated use of electronic devices include (but are not limited to): talking on the phone, sending/receiving text messages, playing games, using social networking sites, surfing the web, listening to music, etc.
7. Tutors must abide by the code of ethics outlined in the University Student Code of Conduct and/or the Tutor Training Handbook.

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The Tutoring Center  
Lyle Hall – Room 355  
717-871-2420

[TutoringCenter@millersville.edu](mailto:TutoringCenter@millersville.edu)

8. All tutoring sessions must take place in a public location, such as the library, and may not take place in a residence hall room, apartment, or home.
9. Inappropriate conduct during a tutoring session may result in immediate termination of tutoring services.
10. 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](mailto:tutoringcenter@millersville.edu).
11. Tutees will be surveyed to report their experience with MU tutors.

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