

**HOBART AND WILLIAM SMITH COLLEGES
CENTER FOR TEACHING AND LEARNING**

TUTOR RESPONSIBILITIES

- 1. All tutoring is held at CTL or approved sites:** If possible, establish regular times to meet at CTL so that we may notify students who might like to join the group. We will also place an announcement on the CTL bulletin board and post your session and contact information on HWS Blackboard.
- 2. Check E-mail Consistently: Check your @HWS.edu E-MAIL and phone messages frequently if you have been assigned tutees.** After CTL contacts you, immediately call or e-mail your tutee and arrange when you will meet at The Center for Teaching and Learning to begin your tutoring sessions. If you are unable to contact a tutee within 3 days, contact CTL.
- 3. Follow Payroll Procedures: CTL does not back-pay. You must turn in carefully completed Tutor Journals and Pay Vouchers bi-weekly** according to the pay schedule you were given. It is your responsibility to complete a Tutor Journal Form during each tutoring session. Your signature and each tutee's signature should be legibly written on the form each time you meet. **CTL pays for tutoring only during our regular hours.**
- 4. You Must be Approved:** CTL will not pay for tutors not recommended by professors and hired by the CTL.
- 5. Punctuality:** Be on time and prepared for tutoring sessions -- you are the role model your tutee(s) will emulate.
- 6. Tutoring is a Semester Long Commitment:** Establish a good rapport with your tutee(s) and let them know you require them to communicate responsibly, arrive on time, and be prepared to work. Encourage your tutee(s) to also meet regularly with their professor and participate actively in class. Plan ahead and seek help from the professor of the course if you have questions.
- 8. If You are Sick or Going to be Late:** If you must miss a tutoring session because of illness or an emergency, you are expected to contact your tutee as soon as possible.
- 9. If there are Problems:** If you can no longer tutor, contact CTL so alternate arrangements can be made. Do not let problems continue with tutee(s). If your tutee misses two consecutive sessions without notifying you, tutoring will probably be terminated for the tutee. Report any repetitive "no-shows" by a tutee to CTL via a CC-ed e-mail to the student and coordinator of student services.
- 10. Confidentiality:** Maintain confidentiality. Your tutee(s) need to know that whatever they tell you in confidence will not be told to others. They also need to feel free to ask questions and make mistakes during sessions without feeling other people will know.

I have read and understand the responsibilities.

Name _____

Signature _____ Date _____

**HOBART AND WILLIAM SMITH COLLEGES
CENTER FOR TEACHING AND LEARNING**

TUTOR APPLICATION

PLEASE PRINT NEATLY

Date: _____

Name: _____

E-MAIL @hws.edu: _____

Campus Phone: _____ (Answering Machine: Y N)

Cell Phone: _____ (Voice Mail: Y N)

Campus/Local Address (house/hall): _____

Campus PO Box #: _____

Major: _____ Minor: _____

Year (circle one): FY SOPH JR SR College: Hobart WS

Courses You Are Prepared to Tutor THIS SEMESTER

Course Title	Course Section #	Instructor (who would recommend you)	Final Grade	Semester Taken (e.g., Fall '04)
1.				
2.				
3.				

PREVIOUSLY TUTORED FOR CTL

Course Title	Course Section #	Instructor (who would recommend you)	Final Grade	Semester tutored
1.				
2.				
3.				

TAKING THIS SEMESTER

Course Title	Course Section #	Instructor
1.		
2.		
3.		
4.		

Weekly Schedule - Hours Available

CTL is Open:

Monday – Thursday: 9am to 11pm

Friday: 9am to 5pm

Sunday: 3pm to 11pm.

HOURS	MON	TUE	WED	THU	FRI	SUN
9-10 AM						
10-11 AM						
11-12 AM						
12-1 PM						
1-2 PM						
2-3 PM						
3-4 PM						
4-5 PM						
5-6 PM						
6-7 PM						
7-8 PM						
8-9 PM						
9-10 PM						
10-11 PM						

Please mark hours you are available and submit with your Tutor Application or Tutor Request form.