



## Student Tutoring Terms and Agreement

Name \_\_\_\_\_ Semester \_\_\_\_\_ MEID \_\_\_\_\_ Phone \_\_\_\_\_

The SMCC Academic Support Centers are teaching and learning communities, and we expect that students will demonstrate respect for all members of the learning environment.

At SMCC, we provide all students with a full complement of instructional and technical support services to increase academic success and assist students in becoming independent, life-long learners. This assistance includes tutoring which is encouraged for all students and is provided on a drop-in or appointment basis depending on the Center.

### SMCC Academic Support Centers

- Drop-In
  - The Learning Center provides tutoring in Math, Science, Accounting and Computers
  - The Computer Commons specializes in Computer tutoring but also provides assistance with other subjects including Math and Reading
- Drop-In or Appointment
  - The Writing Center provides assistance on all reading and writing assignments

You are being presented with this agreement in order to maximize the benefits of the learning support services and ensure all resources are used fairly. **Please initial each line and sign where indicated.**

\_\_\_\_\_ **Drop-in Tutoring:** I understand that tutoring support does NOT guarantee success, although studies have shown that SMCC students who attend tutoring are more successful than students who do not attend tutoring.

\_\_\_\_\_ **Completion of My Work:** I understand that I am responsible for the completion of my assignments and that the tutors are available to assist me in understanding and reviewing concepts. I also understand that if a tutor completes my work for me and I submit it as my own work, this may be considered an act of cheating which is a violation of the MCCCC Student Code of Conduct policy.

\_\_\_\_\_ **Appointments in the Writing Center:** I understand that I may schedule an appointment in the Writing Center. Appointments are available in 30 minute increments as staffing allows. The appointment reserves your time, but not a specific tutor or computer.



## Student Tutoring Terms and Agreement

Name \_\_\_\_\_ Semester \_\_\_\_\_ MEID \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ **My Tutor:** SMCC provides one-on-one tutoring which means that while efforts may be made to provide service from the same tutor as much as possible, I will be assisted by any available content-specific tutor that is available at the time that I need help. Tutors are often helping more than one student at a time.

\_\_\_\_\_ **Discontinuation of Service:** If I do not follow the terms of this agreement, the following will occur:

- First violation: Verbal warning from tutor or manager
- Second violation: Written warning from manager
- Third violation: My access to tutoring support may be revoked for a set amount of time (day, week) or the remainder of the semester

\_\_\_\_\_ **Tutoring Session Expectations:** With the appropriate SMCC supervisor, I reviewed and understand the Tutoring Agreement, which apply to all students. I have received a copy of the Student Tutoring Terms and Agreement, and I will do these things to the best of my ability.

\_\_\_\_\_  
Student's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Learning Center Coordinator's or  
Tutor's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Disability Resource Services Manager  
(if applicable) \_\_\_\_\_  
Date