

## Tutor Responsibility Contract

As a peer tutor, I agree to adhere to the Skidmore Honor Code and the following guidelines:

1. I hereby accept membership in the Skidmore College community and, with full realization of the responsibilities inherent in membership, do agree to adhere to honesty and integrity, to be considerate of the rights of others, and to abide all the college regulations.
2. When a student contacts me for tutoring, I will get back to that student in a timely fashion (1-2 days) to schedule a session or to let the student know my availability.
3. I will never do students' work for them (including but not limited to take home exams).
4. I will keep all information about the student to whom I am assigned confidential.
5. I will maintain accurate records of tutoring sessions by recording, completing and submitting my bi-weekly tutoring session reports on time. I realize that failure to properly submit my timesheets can result in my termination.
6. I will not falsify the amount of hours I tutor a student or any other information regarding my tutee or tutoring sessions. I realize that falsification will result in termination as a tutor.
7. I will demonstrate respect for my student's cultural background and value system.
8. I understand that my goal is to support students in developing the skills needed to achieve academic success.
9. I will seek counsel from Student Academic Services if any problems arise.

\*Failure to Sign  
Tutor Name

(print): \_\_\_\_\_

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

Course: \_\_\_\_\_

Faculty Name (print): \_\_\_\_\_

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

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

Course: \_\_\_\_\_

Faculty Name (print): \_\_\_\_\_

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

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

Course: