



We make the following recommendations for both tutors and students seeking tutoring:

1. Students seeking tutoring should be certain to check the qualifications of the tutors before entering into a tutoring relationship.
2. Tutors and students should have a clear agreement about tutoring cost, frequency, cancellation policies and procedures, payment method, and mutually agreed-upon rules of communication. Some recommendations for these agreements are listed below.
3. For personal safety and propriety we recommend that tutors and students seeking tutoring arrange a public meeting place and **not** meet in the home of either the student or the tutor. We also recommend that tutors and students maintain an entirely professional relationship with each other.
4. Tutoring is not a substitution for time spent studying, nor is it a guarantee of a certain outcome. Students and tutors should set realistic goals and expectations, and students seeking tutoring should do so in a timely and responsible manner.

A tutoring relationship is most productive when both parties treat each other with respect and courtesy. Establishing clear communication, goals, and expectations at the beginning of the relationship leads to a much more successful interaction for all involved.

Advice for Students:

1. **Scheduling:**
I understand that any tutor I contact may or may not be able to meet with me for our initial meeting within 2 or 3 days of my call, so I should plan ahead.
2. **Meetings:**
I will be on time for all of my tutoring appointments. I understand that my tutor will reserve a certain amount of time arranged for our sessions and may not be able to meet with me beyond the original end time for each session.
3. **Cancellations:**
I will contact my tutor via email or phone the day or evening before if I must cancel a session for any reason. I understand that if I have an emergency cancellation, I should still attempt to reach my tutor prior to the meeting time.

Advice For Tutors:

1. **Taking on Students & Scheduling:**
I am responsible for responding in a timely manner to the phone calls or emails of students who have contacted me after viewing my advertisement on the SASC web tutor locator.
2. **Confidentiality:**
I am responsible for keeping any information about my students, their issues, and their progress confidential at all times.
3. **Keeping Track of Time Spent with Students and Getting Paid:**
I should decide on a payment plan before meeting with students. I should discuss this plan before our initial meeting and make sure that we both agree to this plan. We should discuss and agree upon a plan in case the student does not show up for

4. **Preparation:**

I am responsible for being prepared to meet with my tutor. This preparation includes reading and reviewing text and/or class notes, attempting homework assignments, and/or preparing questions on concepts and material that are difficult for me. I realize that my tutor will not complete my homework assignments for me or lecture on course material I have not read.

one of our scheduled appointments.

4. **Tutoring Meeting Locations:**

I should plan to meet all students in a public place and not in a student's home or at my home.