

## The DO'S of enjoying my tutoring experience...

### BEFORE I start my tutoring job, I will do the following:

- ✓ Each semester, **whether I am a new or returning tutor**, I will go to the Tutorial Center in the Cartwright Learning Resources Center, Room 120, to complete an information packet.
- ✓ My supervisor and I will complete a Recommendation Form, which I will bring with me to the Tutorial Center.
- ✓ If I am a new tutor, I will complete the Tutor Orientation Process (view videos, complete the video assessment and meet with a mentor tutor to discuss my assessment).

### WHILE I am a tutor, I will do the following:

- ✓ I will not work in excess of my allocated hours without approval from my Supervisor.
- ✓ I will be on time for my tutoring sessions and will stay for the whole session. If I am going to be late or I am not able to make a tutoring session, I will call my supervisor and the Tutorial Center to inform them. I will keep tutorial cancellations to a minimum and give 24 hours notice when possible.
- ✓ I will focus my time and attention on tutoring. I will not read papers, run errands, instruct classes, operate labs for instructors, give tests or talk on my cell phone.
- ✓ I will only tutor as an SBCC employee when school is in session. I will only tutor on-campus Mondays through Saturdays and not on holidays.
- ✓ I understand my last week of tutoring will generally be the last week of instruction unless I have made special arrangements with my Supervisor to do otherwise.
- ✓ I will submit my online time sheets by their due dates each pay period. If I miss submitting a time sheet on time, I will contact the Tutorial Center Coordinator regarding the late time sheet submission procedures.
- ✓ I will pick up my paycheck on or near the check issuing date. If I am a student tutor, I will pick up my paycheck at the Cashiers window in Student Services. If I am a classified, hourly tutor, I will pick up my paycheck in the Payroll Department in the Administration Building.
- ✓ I am aware that the Tutorial Center encourages me to take tutor training (TUT 199 in the SBCC schedule) to acquire foundational tutoring skills and to receive the College Reading and Learning Association Tutor Training Certification.
- ✓ I will contact the **Tutorial Center (Ext. 2667)** if I have any questions.
- ✓ Most importantly, I will enjoy tutoring!
- ✓ I am aware that if I do not follow any of the above procedures or guidelines, I may be subject to dismissal.