

# THE LEARNING CENTER

Tutoring Contract for \_\_\_\_\_ G \_\_\_\_\_

<p>I have enrolled in the following class(es):</p> <p><input type="checkbox"/> LSKL 800 ____ units      <input type="checkbox"/> LSKL 853 ____ units</p> <p><input type="checkbox"/> ENGL 650 ____ units      <input type="checkbox"/> Math 650 ____ units</p> <p><input type="checkbox"/> ESOL 655 ____ units      <input type="checkbox"/> LSKL 803 ____ units</p> <p><input type="checkbox"/> LSKL 801 ____ units</p>	<p><b>0.5 unit = 24 hours = 1 ½ hrs per week</b>  <b>1.0 unit = 48 hours = 3 hrs per week</b>  <b>1.5 units = 72 hours = 4 ½ hrs per week</b>  <b>2.0 units = 96 hours = 6 hrs per week</b>  <b>2.5 units = 120 hours = 7 ½ hrs per week</b>  <b>3.0 units = 144 hours = 9 ¼ hrs per week</b></p>
<p>I am getting tutoring help for this class/these classes:          (eg. Chem 192) _____</p>	

My initials and signature below indicate that I agree with the following statements:

\_\_\_\_\_ **Check-in/Check-out Procedures.** I have been informed that:

- I must check in and out on the front desk computer each time I visit the learning center in order to get credit for my time.

\_\_\_\_\_ **Time and Process.** I recognize that in order to be successful in my class, I must:

- Keep scheduled appointments. Missing two appointments without cancelling at least 24 hours in advance will result in losing appointment privileges.
- Meet with a tutor early enough in the semester so that I can implement my tutor's suggestions. Last-minute visits before exams or assignment deadlines will negatively impact my success.
- See the same tutor for one assignment. I will not see multiple tutors for one assignment because it will affect the consistency of my learning. Tutor-hopping (going from tutor to tutor) is not permitted and there is a maximum of three (3) appointments per week.

\_\_\_\_\_ **Independence, Preparedness and Ownership of Learning.** I know that it is my responsibility to:

- Learn what errors I make and how to avoid and correct them.
- Do the necessary practice on my own time to become more proficient.
- Implement my tutor's suggestions from each tutoring appointment.
- Ask questions and take an active role in my own learning. The tutor and I are a team.

\_\_\_\_\_ **Responsibility.** I know that I am expected to:

- Do all my own work. Tutors will not correct or do my work for me.
- Bring any material that pertains to the assignment to my tutoring appointment ( eg. the reading, my draft, notes, exercises or quizzes.)
- Never create a disruptive environment for students, faculty, tutors or staff in the Learning Center.
- Never engage in behavior that violates SMCCD Board Policy or Skyline College policies and procedures