

# Student Tutoring Agreement

**The SPS Tutoring Program** is intended to compliment classroom instruction and promote student success by creating educational environments that encourage independent learning and individual growth. The program's core services include subject-based tutoring and English Language tutoring.

**Before scheduling an appointment, it is important that you understand the following:**

1. **I will come to my sessions on time and prepared with questions**, along with any resources I may need such as textbooks, class notes, computer software, etc.
2. **I understand that appointments must be focused on academic matters** related to my studies at SPS.
3. **I understand that I may only register for one tutoring session per subject, per week.** Furthermore, I understand that any sessions booked beyond this limitation are subject to be canceled without my consent.
4. **I understand that I may only schedule 8 appointments per tutor** for the semester.
5. **I accept the attendance policy**, which outlines that I am expected to attend the sessions I sign up for. I acknowledge that if circumstances change, I must cancel or reschedule appointments *at least* 24-hours in advance. I also understand that if I cancel a session more than two times (either before or after the 24-hour mark) or fail to attend a session without prior notice more than two times, I will not be able to schedule any new appointments in the current semester. I accept that continuous cancellations or skipped appointments over multiple semesters will result in my removal from the program.
6. **I will diligently adhere to all academic integrity policies.** I will not request help with nor receive assistance on any examination, take-home test, or other graded assignment for which I am not permitted to seek help from a tutor. I also recognize that it is my responsibility to obtain clarification from my instructor if I am uncertain with regard to policy or their expectations. Furthermore, I recognize that tutors have the discretion to refuse to assist me with any assignment if my tutor believes that such assistance may be a violation of academic integrity policies or expectations, even if I believe that help on the assignment would be permissible. I will uphold all ethical standards in accordance with the expectations of the School of Professional Studies and academic integrity standards.
7. **I will treat tutors and other students with courtesy and respect** at all times.
8. **I understand that my tutor is not an instructor** and that tutoring is not a substitute for attending class regularly. I also recognize that tutors are not academic advisors and I will seek assistance from an appropriate advisor to address any questions I may have related to course selection, academic requirements, academic programs, or academic standing concerns.
9. **I acknowledge that learning is a process** and therefore I will not utilize tutoring services in an effort to "cram" for an exam or assignment.
10. **I understand that I am solely responsible** for my own learning and academic performance.

**By utilizing the SPS Tutoring Program,  
you are agreeing to these terms and expectations.**

*\*continue reading to see additional guidelines for Subject-Based and English Language Tutoring\**

**Subject-Based Tutoring** is intended to help students fill existing gaps in knowledge and to become independent learners in a particular subject. As an expert in a content area, tutors provide support and clarification for material that students have trouble understanding. Tutoring is a free resource offered to SPS students on a *first-come, first-served* basis in the following content areas: Programming, Mathematics, Statistics, Finance, and Advanced Excel.

**Please note the following about SUBJECT-BASED TUTORING:**

1. **I understand that my tutor and I must meet in an approved, public location.** Scheduling appointments in private homes, apartments, and residence hall rooms is strictly prohibited. Meeting locations are limited to those listed on SPS Engage, and SPS Engage only.
2. **I understand that tutoring is a free resource provided to SPS students based on tutor availability.** I understand that if I would like to request additional tutoring services from any individual tutor, I must take it upon myself to ask the tutor(s) and come to an agreement. I also understand that tutors are NOT obligated to meet with me beyond the limitations of the program, and that any additional appointments are NOT affiliated with Columbia University and/or the School of Professional Studies.

**English Language Tutoring** organized through the American Language Program (ALP) is specifically for students whose first language is not English. All ALP tutoring is conducted by faculty members with qualifications and expertise in English language teaching in an academic context. You can set up free tutoring appointments and get help in two main areas: Writing and Speaking. The role of the tutor is to help you: 1) develop and improve your writing or speaking skills, and 2) become more self-aware of your strengths and weaknesses in writing and/or speaking.

**Please note the following about ENGLISH LANGUAGE TUTORING:**

**WRITING**

The tutor can look at the following areas of your writing with you:

- ✓ Content (argument, focus, support, audience, purpose etc. – this will vary depending on the type of assignment)
- ✓ Organization, structure and coherence
- ✓ Grammar, punctuation, spelling and formatting
- ✓ Vocabulary choice

**Note:** In order to maximize your time together, please email your tutor your writing piece(s) prior to the start of the session.

**SPEAKING**

The tutor can assist in any of the following areas:

- ✓ Presentation skills
- ✓ Public speaking skills
- ✓ Controlling pronunciation while speaking
- ✓ Pronouncing the sounds, rhythm, stress and intonation of spoken English
- ✓ Strategies for improving intelligibility
- ✓ Improving fluency

**To make the most of English Language Tutoring:**

- Come with specific questions and concerns about aspects of your writing or speaking
- Listen to the feedback you receive and try to work on those areas
- Look for patterns of issues you are having, and make sure you attend to these the next time you visit: build on the feedback you receive so that the tutor does not have to point out the same things (keeping an error log might help you)

**Remember:**

- The tutor is not just there to ‘clean up’ your paper or your presentation for you. The goal is to identify the most serious issues and work with you to correct them. They are not an editing service, but a support resource.
- The tutor is not a subject matter expert, so they cannot answer specific questions about the assignment or your courses.
- Tutoring is advisory only. It does not guarantee a particular outcome. The tutor does not affect the final grade of any writing assignment or presentation and won’t discuss grades with you.

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