
Student Tutoring Agreement

The SPS Tutoring Program is intended to complement 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 utilizing our services, it is important that you understand and agree to the policies and expectations outlined in this document.*

ATTENDANCE POLICY

Students are expected to attend the sessions they sign up for. If circumstances change, students **MUST** [cancel or reschedule](#) their appointment *at-least* 24-hours in advance. If a student cancels a session more than two times, or fails to attend a session without prior notice more than two times, that student will not be able to schedule another appointment in the current semester. Continuous cancellations or skipped appointments over multiple semesters will result in complete removal from the program.

ACADEMIC INTEGRITY POLICY

Students are not permitted to request help with nor receive assistance on any examination, take-home test, homework, or other graded assignment for which they do not have the explicit permission from the instructor to seek help from a tutor. It is the student's responsibility to obtain clarification from their instructors if they are uncertain about their policies or expectations. Furthermore, tutors have the discretion to refuse to assist students with any assignments if the tutor believes that such assistance may be a violation of academic integrity, even if the student believes that help on the assignment would be permissible. Students are expected to uphold all ethical standards in accordance with the expectations of the School of Professional Studies and [academic integrity standards](#).

SCHEDULING APPOINTMENTS

Subject-based tutoring is offered both virtually and in-person, with appointments lasting 1 hour and 50-minutes. English language tutoring is only offered in-person, with appointments lasting 50-minutes. All appointments are one-on-one sessions and must be booked solely through SPS Engage. Students are limited to scheduling two individual tutoring sessions per subject, per week. Any sessions booked beyond this limitation will be canceled without the student's consent. *These limitations do not apply to drop-in tutoring. Please see below for details.*

DROP-IN TUTORING

For one hour per week in the SPS Student Lounge, our *subject-based tutors* will be available for drop-in tutoring with no appointment necessary. Students interested in attending drop-in tutoring are still required to register for the Subject-Based Tutoring Program. Upon arrival, students will be asked to show proof of registration and fill out a short check-in form. Students may show up in small groups. *Please note the following about drop-in tutoring:*

- The drop-in tutoring schedule is available on our [website](#).
- This service is *not* available for English language tutoring.
- With the drop-in format, students should expect that a tutor may be helping other students at the same time. If students have similar questions or are reviewing similar course concepts, the tutor may group students together.
- At times, students may be expected to work individually while the tutor meets with other students. The tutor will check in periodically throughout the session, as time and the number of students attending allows.
- Tutors will assist students on a first-come/first-served basis. During peak periods, students may need to wait for assistance. In addition, tutors may limit the length of time students can stay for drop-in tutoring in order to assist the maximum number of students possible.

ATTESTATION: Please thoroughly read the expectations outlined on the following pages.

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 sessions must be focused on academic matters** related to my studies at the School of Professional Studies.
3. **I understand that I may only schedule two individual tutoring sessions per subject, per week.** Furthermore, I understand that any one-on-one sessions booked beyond this limitation may be canceled without my consent. *This does not apply to drop-in tutoring.*
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.
9. **I will treat tutors and other students with courtesy and respect** at all times.
10. **I understand that I am solely responsible** for my own learning and academic performance.

PLEASE READ THE FOLLOWING PAGES FOR PROGRAM-SPECIFIC POLICIES AND EXPECTATIONS.

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: Python, R, Machine Learning, SQL, Tableau, Statistics, Finance, and Advanced Excel.

Please note the following about SUBJECT-BASED TUTORING:

- 11. 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.

BY UTILIZING OUR SERVICES, YOU ARE AGREEING TO THE POLICIES AND EXPECTATIONS OUTLINED IN THIS DOCUMENT.