

**NEW YORK INSTITUTE OF TECHNOLOGY
THE LEARNING CENTER (TLC)**

TUTEE CONTRACT

1. Student must be registered in a course in order to be eligible for tutoring.
2. When you come in for your appointment, bring your textbooks, notebooks, homework, and any other material you have pertaining to the course. Come prepared to discuss the particular and specific problems you are having in the course.
3. Your tutor will help you to ask the right questions and help you to answer them, but you are expected to be active and to do the work. A tutor may assign short homework assignments to make efficient use of your tutoring time.
4. Tutors will not do your homework, term paper, or projects, but will try their best to assist you with your learning problem(s). A tutor is not a teacher but a student approved to tutor by the faculty.
5. Your tutoring appointment is a standing appointment. It will be scheduled for the same time and day each week. Each session is limited to one hour.
6. If you can't keep an appointment, please call The Learning Center 24 hours before your scheduled time. After two (2) "no-shows" (missed appointments) you may be dropped from tutoring.
7. Be sure to sign in at the desk before tutoring begins
8. Feel free to discuss any tutorial problems you may have with the graduate assistants.
9. Tutoring is available from the 1st week of classes to the 13th week of classes. There will be no tutoring during the last week of classes, except when arranged with the tutor. Tutors reserve the last week of classes to study for their own exams.

TUTEE SIGNATURE: _____ **DATE:** _____

TUTOR'S NAME	COURSE/SECTION	DATE/TIME	STARTING DATE
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