

TRiO Student Support Services Tutoring Contract

Semester/Year: _____

The purpose of this agreement is to maximize the effectiveness of tutoring by highlighting the goals and **expectations** of TRiO SSS participants. A clear understanding of the responsibilities involved in tutoring is the first step toward a successful tutoring experience.

As a TRiO SSS receiving tutoring services, I will:

- Attend all scheduled tutoring sessions.
- Arrive on time to the session.
- Come prepared for each session by bringing all needed material (textbooks, notes, worksheets) to share with the tutor.
- Participate actively in all aspects of the tutoring session by asking questions and engaging in the learning process.
- Contact the Learning Specialist with concerns/questions regarding iTutor and/or tutoring sessions.

Attendance Policy: Students are expected to attend all scheduled tutoring sessions.

Missing Sessions: Missing ONE tutoring session without a 24-hour prior notice will result in **suspension** of tutoring services for the rest of the semester.

24-Hour Cancellation Policy: Students must contact the Learning Specialist 24 hours in advance to cancel the session. Participants can cancel ONE session a semester to continue receiving tutoring services.

*Student will need to meet with Learning Specialist before continuing tutoring services.

_____ Initial here to verify that you understand the attendance policy and expectations.

To cancel a session 24 hours prior, please email Virginia Ledesma at virginia.ledesma@utrgv.edu, send direct GroupMe text and/or call 956- 277-5192.

Student Name _____ ID# _____

Classification _____ Course Name and Number _____

Cell Phone Number _____ Alternate Phone Number _____

Student UTRGV E-mail Address _____

Tutoring may be suspended on a semester basis if scheduled sessions result in habitual cancellations, late cancels, or no shows. I acknowledge that I have read and understand the policies and expectations listed above.

Student signature: _____ Date: _____

TRiO SSS at the University of Texas Rio Grande Valley (UTRGV) values a positive, respectful and civil learning and work environment. UTRGV is committed to an educational and work environment that provides equal opportunity to all members of the university community. In accordance with federal and state law, the university prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, gender, including sexual harassment, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation, gender identity, or gender expression is also prohibited.