



## **Terra Community College Tutoring Code of Ethics**

The National Association of Tutorial Services uses the following Tutor Code of Ethics, which Terra's Office of Learning Support Services also endorses.

1. Subject proficiency and knowledge have top priority.
2. My major motivation is to build the student's self-confidence, encouraging him/her to become an independent learner.
3. My student deserves and will receive my undivided attention.
4. The language my student and I share must be mutually understood at all times.
5. I must be able to admit my own weaknesses and will seek assistance whenever I need it.
6. Respect for my student's personal dignity means I must accept that individual without judgment.
7. My student will constantly be encouraged but never insulted by false hope or empty flattery.
8. I will strive for a mutual relationship of openness and honesty as I tutor.
9. I will not impose my personal value system or lifestyle on my student.
10. I will not use a tutoring situation to proselytize my personal belief system.
11. Both the student and I will always understand that my role is never to do the student's work.
12. I count on my student to also be my tutor and teach my ways to do a better job.
13. I will do my best to be punctual and keep appointments, not only out of courtesy, but also as an example for my student to follow.
14. I will maintain records and complete required paperwork as expected and required.
15. I will do my best to stay abreast of the current literature about tutoring as it relates to my work.
16. Good tutoring enables my student to transfer learning from one situation to another.
17. Making learning real for the student is what my tutoring means and is an important part of my goal.
18. My ultimate tutoring goal is my student's academic independence.

### **Five Key Ethical Principles**

1. Always act ethically and professionally. You are an employee and representative of a fine college. Your work should enhance Terra Community College's reputation.
2. Refer students to appropriate campus resources when they have needs that you cannot address.
3. If you are aware that a student has asked you to help on an assignment to be graded, pose similar problems/questions rather than those assigned. The tutee must earn any grade the instructor assigns. Even if the homework is not graded, it is generally a bad idea to consistently work on homework during your sessions. Instead, ask tutees to do their homework before reviewing it with you, or ask them to work on problems like those assigned. It is important that your tutee complete assignments on their own because you will not be there to help them during tests.
4. Do you remember how you felt when you struggled to understand a new concept? Treat your tutees with the same respect that you deserve.
5. You are in a helping profession. Tutees will come to trust you, and they may share personal information with you. Treat personal and academic information as confidential. Even when you try to help tutees by talking with their professors, you have to be careful. Talking with a professor about a tutee by name might offend her/him; it might also violate FERPA (Federal Education Rights and Privacy Act). Suggest that the tutee speak with the professor, or ask your tutee for permission before using her or his name.