



## **Confidentiality, Paperwork, Policy and Procedures**

This section focuses on confidentiality, filling out and filing paperwork, as well as tutoring policies and procedures.

### **Confidentiality**

According to FERPA, the Family Educational Rights and Privacy Act, student records are confidential and protected by Federal Law. As a tutor, you will have access to student educational and personal information which you may not share with or disclose to any other party.

### **Placement Cards**

The student learner placement card is a tutor's first introduction to a student learner. The Tutor Coordinator will place the card in your tutoring folder, which is located in the black bookshelves in A-100.



<b>Weekly Progress Report</b> <b>Terra Community College Tutorial Services</b>			
Student Name: <u>JANE Student</u>		Tutor Name: <u>John Tutor</u>	
Course Name & Number: <u>MTH 135</u>		Instructor: <u>MR. Math Teacher</u>	
Date 1: <u>1-2-06</u>	Present <input type="checkbox"/> Absent <input checked="" type="checkbox"/>	Length of Session: <u>1.5</u>	
Date 2: <u>1-4-06</u>	Present <input type="checkbox"/> Absent <input checked="" type="checkbox"/>	Length of Session: <u>1.5</u>	
Content of Session(s): <u>Worked on polynomials.</u>			
Tutor Evaluation of Session(s): <u>JANE is improving.</u>			
Student Evaluation of Session(s): <u>John is great help!</u>			
Tutor's Signature: <u>John Tutor</u>		Student's Signature: <u>Jane Student</u>	

You will complete a weekly progress report for each student learner that you tutor. At the end of each week, paperclip your progress report(s) to your time card and place in the Tutor Coordinator's folder.

### Time Cards

When filling out your time card, be sure to include: your name, the beginning date of the week, your job title ("tutor"), the hours you worked for each day of the week, *rounded to the quarter hour and written in decimal form*, your total hours for the week, your signature, and the ending date of the week.

TERRA COMMUNITY COLLEGE TIME RECORD									
Name: <u>John Tutor</u>			Employee I.D. # _____						
Week of (starting Sunday) <u>1-1-06</u>			Job Title: <u>Tutor</u>						
Day	Reg. Hours Worked	Overtime Hrs. Earned	Comp Hrs. Earned	Vacation Hrs. Used	Sick Hrs. Used	Comp Hrs. Used	Course Number	Instructor PT/Hours	
Sunday									
Monday	1.5								
Tuesday									
Wednesday	1.5								
Thursday									
Friday									
Saturday									
Weekly Totals	3								
ADJUNCT FACULTY EXCEPTIONS: If substitute teaching hours - For Whom? _____ If absent - List Hours Missed _ Reason _____									
Employee Signature <u>John Tutor</u>							Date <u>1-7-06</u>		
Approved By _____			Budget Code _____			Date _____			
<b>Time Record must be submitted to supervisor no later than noon on Friday. Supervisors must submit form to payroll clerk no later than noon on Monday. Failure to submit on a timely basis will delay pay two weeks.</b>									

Time cards should be turned in to the Tutor Coordinator's folder by noon on Friday of each week. Failure to turn in a properly completed time card by Friday will delay your pay for up to two weeks.

## Policy and Procedures

### Policy

Terra State Community College will provide free tutoring services to eligible students

### Procedures

- A. Students with documented special needs may request tutoring regardless of current class grade.
- B. Students who do not meet the above criteria must obtain instructor verification concerning the information below.
  1. Students must receive a course grade of "C" or below.

2. Tutors will only be provided to those students who attend class regularly and whose attempts at class assignments are verified by their instructor.
  3. Students must meet required prerequisites and possess the required COMPASS assessment scores necessary for the course that tutoring is being requested.
- C. Students requesting tutoring services must agree to and sign the *Student Learner Agreement* and abide by the following rules:
1. Provide one day advanced notification directly to the tutor of changes in scheduled tutoring sessions.
  2. In the event that 2 “no-call, no-show” events occur, tutoring services will be terminated for the remainder of the semester in the respective class.
  3. Two scheduled, or excused, absences from scheduled tutoring sessions will be permitted.
  4. Initial contact of a student learner must be reciprocated within 2 days or the student learner will be required to submit a new Tutor Request form and be placed at the bottom of the needs list.
  5. The student learner will accept responsibility for his/her own academic progress.
  6. The student learner must continue to attend class regularly while receiving tutoring.
- D. Student learners are allotted a maximum of 10 tutoring sessions per class. If the instructor verifies a need for further tutoring, a second Tutor Request form may be submitted.