

## The Learning Center - Skyline College

Tutoring Contract for \_\_\_\_\_ G \_\_\_\_\_

I have enrolled in the following class(es):  <input type="checkbox"/> LSKL 800 ___ units <input type="checkbox"/> LSKL 853 ___ units  <input type="checkbox"/> ENGL 650 ___ units <input type="checkbox"/> Math 650 ___ units  <input type="checkbox"/> ESOL 655 ___ units <input type="checkbox"/> LSKL 803 ___ units	<b>0.5 unit = 24 hours = 1 ½ hrs per week</b> <b>1.0 unit = 48 hours = 3 hrs per week</b> <b>1.5 units = 72 hours = 4 ½ hrs per week</b> <b>2.0 units = 96 hours = 6 hrs per week</b> <b>2.5 units = 120 hours = 7 ½ hrs per week</b> <b>3.0 units = 144 hours = 9 ¼ hrs per week</b>
I am getting tutoring help for this class/these classes (include instructor):  	

My initials here indicate that I agree with the following statements.

\_\_\_\_\_ **Check-in/Check-out Procedures.** I have been informed that:

- I must check in and out on the front desk computer each time I visit the learning center in order to get credit for my time.

\_\_\_\_\_ **Time and Process.** I recognize that in order to be successful in my class, I must make effort to:

- Come to appointments on time. Missed appointments may result in losing tutoring privileges.
- Come in regularly, and come in early enough so that I can implement my tutor's suggestions. Last-minute visits can negatively impact my success.
- See the same tutor for one assignment. I must not see multiple tutors for one assignment because it will affect the consistency of my learning. Tutor-hopping (going from tutor to tutor) doesn't help me in the long run and blocks other students from getting help.

\_\_\_\_\_ **Independence & Responsibility.** I know that it is my responsibility to:

- Learn what grammar errors I make and how to avoid and correct them.
- Do the necessary practice on my own time to become more proficient.
- Implement my tutor's suggestions before I make another tutoring appointment.

\_\_\_\_\_ **Preparedness and Ownership of Learning.** I know that I am expected to:

- Do all my own work. Tutors will not correct or revise my work for me.
- Bring **my assignment, the reading, my draft, and any notes that pertain to the assignment** to my tutoring appointment.
- Ask questions and take an active role in my own learning. The tutor and I are a team.

Signature

Date