

# UNIVERSITY OF TORONTO

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## PEER TUTORING

### University of Toronto Peer Tutoring Tutor Agreement

As a Tutor of University of Toronto Peer Tutoring (“UTPT”), you must adhere to the following rules:

You shall:

1. Read and understand the UTPT Constitution.
2. Create your tutor profile on the UTPT website and choose the courses you wish to tutor.
3. Treat Tutees with respect and act with patience and professionalism at all times.
4. Commit to a minimum of one hour of tutoring per week, up to and including the week before the examination period of each semester.
5. Be responsible for setting up scheduled tutoring sessions with Tutee at times agreed by both parties. *Note: It is **not** UTPT's responsibility to arrange tutoring sessions.*
6. Review the relevant material prior to each session, and arrive at the session prepared to answer all course-related questions.
7. Accurately maintain a monthly Tutor Log, which shall be submitted to the UTPT office within the first 10 days of the following month.
8. Be punctual and, if practicable, notify your Tutee of any lateness. If your Tutee has been waiting for more than 15 minutes after the start of your tutoring session, he or she may leave without notice.
9. Inform your Tutee at least 48 hours before the scheduled meeting time should you be unable to attend. If you cannot contact your Tutee, you **must** notify your Division Manager as soon as practicable. It is **your** responsibility to reschedule the tutoring session.
10. Consult your Division Manager should you wish to terminate your commitment for any reason.

**If you do not adhere to the terms and conditions above, UTPT reserves the right to suspend or terminate your membership.**

**By signing below, I declare that I have read, understood, and agreed to all the terms and conditions set in this Agreement, which will be valid for the entire duration of my time spent as a UTPT Tutor in the 2011-2012 academic year.**

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**Name (Please print)**

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**Student Number**

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**Email**

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**Courses of Interest**

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**Signature (Tutor)**

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**Date**

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**Signature (Division Manager)**

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**Date**