

*Austin Peay State University*  
**Academic Support Center**

**Academic Tutoring Services—Client Agreement**

Peer tutoring is available through the **Academic Support Center** for students currently enrolled in classes at Austin Peay State University who have determined that they need academic assistance for classes in which they are enrolled. The goal of peer tutoring is to enhance chances for academic success for students as they work toward completing degree requirements.

**ELIGIBILITY: Only those who are currently enrolled as students at Austin Peay State University may receive tutoring through the Academic Support Center. A valid student identification (Gov's) card is required to enter the Academic Support Center.**

**REQUESTS for Tutoring:**

All assignments for tutoring are made by the Instructional Specialist employed by the University to work in the Academic Support Center. The Instructional Specialist knows the academic preparation of tutors and which tutors may best meet the academic needs of an individual student. *To request services—*

- Go to the Academic Support Center, MUC 114, and state your request.
- Complete the required *Tutoring Request* form and return to the Instructional Specialist or the Lab Attendant on duty.
- Be assigned available times that are accommodating both to your schedule and the tutor's schedule.

**RESPONSIBILITIES of Tutors**

**Tutors must—**

- Sign a **confidentiality statement** and maintain confidentiality of all information regarding the client.
- Direct all comments and information regarding the status of a client to the Instructional Specialist or the Director of Academic Support

**Tutors may--**

- assist with (but not do) homework
- help students prepare for a test
- demonstrate study and research strategies
- help improve test-taking skills
- demonstrate note-taking skills
- discuss relevant course material.

**Tutors may not—**

- do client’s homework
- supply books and materials to the client
- type papers
- socially visit with clients or friends while in the Academic Support Center
- leave the Academic Support Center to hold a tutoring session

**CLIENT Responsibilities**

- The client is expected to arrive on time for tutoring sessions. Two (2) no-shows without 24-hours notice to the tutor or the tutorial services of the Office of Academic Support can result in the client being ineligible for continued assigned tutoring for the semester.

The client should be prepared with textbook(s), notes, homework and course syllabus for each tutoring session. Failure to complete homework or appropriate preparation prior to a tutoring session can result in the loss of tutoring services.

- Treat the tutor and other staff members with respect.

Allowable tutoring services include:

- assistance with homework, test preparation, test-taking skills, and note-taking skills,
- demonstration of study and research strategies,
- discussion of relevant course material.

Non-allowable tutoring services include:

- doing academic work for client
- supplying books or materials
- counseling regarding personal issues
- typing papers.

All tutoring must take place at the location designated by the Tutor Coordinator in the Academic Support Center. Disruptive behavior will result in a cancellation of tutoring services.

**The APSU Academic Support Center adheres to the academic honesty policies of the University** (Student Handbook, p. 135)

I have read and agree to abide by the Policies and Procedures of the Academic Support Center regarding tutoring and understand that I forfeit my right to use these services if I violate any policy or procedure.

Name (Please print) \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Instructional Specialist \_\_\_\_\_ Date \_\_\_\_\_