

## **Tutor Code of Ethics**

- 1.** I will create a positive work environment. I will have a positive attitude and use positive reinforcement with my tutees. I will keep a positive morale.
- 2.** I will be adequately prepared to tutor. I will keep up with the students' course material (i.e. practice problems, readings). I will display confidence and expertise in my subject. I will commit to knowing and studying my subject material (i.e. books, old notes, old exams)
- 3.** I expect both the tutee and myself to put in effort to the tutoring session. I will expect my tutee to remain focused and pay attention during the tutoring session (i.e. no iPods, no texting).
- 4.** I will not judge students or look down upon their lack of knowledge in a particular subject. I will treat tutees the way I want to be treated. I will create a non-judgmental tutoring environment conducive to asking questions.
- 5.** I will arrive on time and/or notify the appropriate people of my (un)excused absence.
- 6.** I will keep my relationship with my tutees appropriate and professional. I will maintain an ethical social boundary. I will avoid discussing

sensitive topics such as religion and politics with students.

7. I will keep the tutees concentrated on the subject material, and provide study skills for students' subjects.
8. I will abide by the confidentiality agreement and not share a person's individual information with anyone. I will not gossip.
9. I will apply the M.I.F.F. techniques to tutoring. I will maximize drop-in and residence hall tutoring by forming small groups. I will teach by asking questions, particularly open-ended questions.
10. I will not overschedule myself and let my grades suffer because of it. I will maintain at least a 3.0 cumulative GPA.
11. I will be patient and not get frustrated with my tutees, and will expect tutees to also be patient during busy tutoring times.
12. I will be approachable in order to make students feel welcome and comfortable. I will avoid any negative body language (i.e. crossed arms) and will respect students' personal space.
13. I will create an atmosphere that encourages students to ask me questions. I will communicate

well with the students in order to understand what they need help with. I will tell my tutees “there is no such thing as a stupid question.” I will encourage students to come to tutoring prepared to ask me any questions they may have.

- 14.** I will expect students to attend class and do their homework in order to maximize their learning potential during tutoring. I will expect students to be familiar with the material we work on during tutoring. I will explain to students that tutoring supplements lecture material, but does not replace it
- 15.** I will ensure that tutees are aware of the other academic resources on campus (i.e. SASC workshops, office hours, library specialists)
- 16.** I will expect students to want to learn.
- 17.** I expect students to have an agenda of what they want to work on during their sessions.
- 18.** I will create a fair work environment for fellow tutors and a fair learning environment for students.
- 19.** I will encourage students to work independently.
- 20.** I will treat every student as if he or she is the first student I tutor for the day; each student deserves the same amount of effort and patience from me.
- 21.** I will utilize my prep time wisely.

- 22.** I will not be afraid to ask for help (i.e. professors, TAs, specialists, fellow tutors)
- 23.** I will make tutoring a safe zone for learning.