

Code of Ethics

The National Tutoring Association is dedicated to providing its members with opportunities to achieve and maintain high professional standards for tutors and administrators of tutoring programs and services.

- I understand my role as a tutor is to guide students' to do their own work using the best learning approach possible.
- I will provide honest feedback in the form of positive praise and/or constructive suggestions to students I serve in a manner beneficial to their overall learning.
- I will demonstrate faith in each student's learning abilities understanding my primary goal is helping them discover and develop skills needed to reach their desired educational outcomes.
- I understand my relationship to each student I tutor is professional and not personal.
- I will respect and be sensitive to students' cultural background and personal value system; keeping in mind their personal dignity.
- I recognize I will not have answers to every question asked. Therefore, I will seek assistance in finding answers to the student's questions and/or directing the student to "how" and "where" appropriate resources are for the information needed.
- I will maintain accurate records of tutoring sessions to fulfill expectations and requirements which exemplify excellence in tutoring.
- I will respect each student's personal dignity at all times.
- I will be on time for tutoring all appointments understanding excellence does not compromise time nor make excuses.
- I will keep information about all students I work with confidential.
- I understand the ultimate goal is to assist students in discovering how he/she best learns. I will accomplish this by helping each student develop the skills needed to achieve their best educational outcome.
- I will share any concerns I have with my supervisor.
- I recognize the win-win relationship tutoring fosters. I expect to learn along with each student I assist.
- I will keep current in both my subject area(s) and learning methodologies.
- I will remain flexible to my approach to student learning, respectful of the various learning styles and preferences.
- I will share techniques for improving study skills with students; respecting their differing learning styles and preferences while exhibiting excellence in my approach to the content being tutored.

Tutor Agreement

By committing to be a Literacy Volunteers Tutor I agree to:

- Provide an average of 8 hours of instruction per month (2 hours/week) over the course of one year
- Commit to at least one year of service or until student retests
- (retesting takes place after 70-90 hours of instruction depending on the assigned test)
- **Fill out Progress Reports by the 10th of each month**
- Be respectful of student's confidentiality
- Tutor only in a public place
- Notify the Program Manager if student is canceling on short notice, is not attending regularly, or personal problems are impeding the learning process
- Have clear communication with student about any changes in scheduling
- Share information with your student about upcoming events and workshops in which they can participate
- Make up missed sessions or have student make up hours on a computer learning program or in a conversation group
- Continue to be informed about new methods and materials by attending workshops, looking at resources recommended through the LVCA website and newsletter, or asking LVCA program staff
- Notify the office of changes in my contact information
- Reevaluate the tutor/student match if I have tutored more than two years with the same learner
- Notify and explain to the Program Manager if either my student or I wishes to stop sessions
- Return all books upon leaving the program

I understand that if I am unable to meet these requirements, I may be withdrawn from the tutoring portion of this program.

Name: _____

Signature: _____

Date: _____