

America Counts Tutor Agreement

Being a tutor in the America Counts Program requires dedication, reliability, and a sincere interest in helping young students. You must be willing to make a strong commitment to this program and the many people it serves. When agreeing to participate in the America Counts program at WMU, a student:

Must agree to:

- ❖ Tutor students in math. Tutors may not perform non-tutoring tasks such as grading papers or monitoring playground activity.
- ❖ Maintain bi-weekly time sheets, completed legibly and signed by the appropriate individuals. Time sheets will be turned in, on time, to Career and Student Employment Services.
- ❖ Direct deposit of your pay will be deposited only when a valid time sheet has been turned in.
- ❖ Follow rules governing student employment on the WMU Career & Student Employment Services website, wmich.edu/career/campus/students.
- ❖ Attend paid training sessions and impact meetings conducted by Communities in Schools Kalamazoo (CSK).
- ❖ Support the efforts of teachers/site coordinator and students involved with the America Reads Initiative.
- ❖ Exhibit professional behavior at all times.
- ❖ Arrive on time, prepared to tutor. Notify site supervisor and teacher in advance, if absence is required.
- ❖ Follow all site/school/agency policies and guidelines.
- ❖ Maintain strict confidentiality regarding tutees.
- ❖ Treat all tutees fairly and with care.
- ❖ Regularly check WMU e-mail account. Tutors may receive e-mail communication regarding America Counts work-study awards and eligibility.
- ❖ For additional information, visit the Student Financial Aid website and select the work-study link.

May expect the following from the tutoring site:

- ❖ Tutor orientation, training, and ongoing support.
- ❖ Supervisor will be a regular staff member and CSK site coordinator of the school, with the knowledge and authority to provide appropriate work assignment and assessment.
- ❖ Assigned tutoring activities that are structured, well planned and effective.
- ❖ Appropriate space to work and tutoring materials.
- ❖ Provide regular feedback on job performance.
- ❖ Authorization of tutor's hours and timely submission of bi-weekly time sheet.
- ❖ Maintain a copy of tutor's bi-weekly time sheets.

If I am unable to continue tutoring for any reason, I agree to notify the appropriate school personnel and Student Employment Coordinator as soon as I am aware that I will be ending my service as a tutor. This includes providing notification when not returning the following academic year.

Signature on this form attests to the acceptance of these standards and requirements.

Student/Tutor printed name: _____ Date: _____

Student/Tutor signature: _____ WIN: _____

Return form to: Career and Student Employment Services, Western Michigan University, 1903 W. Michigan Avenue, Kalamazoo, MI 49008-5225; Fax: 269-387-2555 or email to wmu-handshake@wmich.edu.