Being a tutor in the America Reads Project 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 Reads program at WMU, a student:

**Must agree to:**
- Tutor students in reading. *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. A paycheck will be issued only when a valid time sheet has been turned in.
- Follow rules governing student employment found on the WMU Career and Student Employment Services website.
- Attend paid training sessions and periodic paid tutor meetings.
- Support the efforts of teachers and students involved with the America Reads Initiative.
- Exhibit professional behavior at all times.
- Arrive on time, prepared to tutor. Notify site supervisor 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.
- Maintain minimum ½ time enrollment during period of employment.
- Regularly check WMU e-mail account. Tutors may receive e-mail communication regarding America Reads 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:**
- To be employed only as a reading tutor. *Tutors should not be asked to perform non-tutoring tasks such as grading papers or monitoring playground activity.*
- Tutor orientation, training, and ongoing support.
- Direct supervision at all times. Supervisor will be a regular staff member 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