



Peer Tutor Expectations

Lehigh's tutors are expected to make a commitment to tutoring for the length of the semester. They will be asked to follow all Center procedures, maintain regular communication with Center director and with tutees, complete all necessary paperwork in a timely manner, prepare for tutoring sessions, and keep the hourly limitations we've put in place for both individual and group tutoring. Tutors are also expected to be professional, uphold confidentiality, and adhere to Lehigh's policies regarding academic integrity.

Professionalism

As a tutor, you are expected to uphold a level of professionalism and maintain a professional relationship with your tutees at all times. You are expected to be timely, responsible, dedicated, and courteous, and, just like any other employee in any other position, you are expected to strive to do the best you can.

Tutor Preparedness

Just as you expect your tutees to come to the tutoring session prepared (i.e. having gone to class, attempted the assignment, etc.) your tutees expect that you will also come to the tutoring session prepared and ready to begin tutoring.

Communication

Because tutors work independently and are responsible for arranging all meetings with their tutees, maintaining regular communication with both tutees and Center staff is probably one of the most important expectations.

Academic Integrity

As Lehigh University students, tutors are expected to adhere to the University's policies regarding academic integrity. What does this mean for our tutors? Very generally speaking, it means that all work for any given course must be completed by the student and that tutors are never to do the work for their tutees.

Confidentiality

As both a tutor and university employee, you are required to respect your tutee's right to privacy and confidentiality. Personal information about your tutee given to you by the Center and information shared with you by your tutee should not to be discussed with anyone.