

By completing the OMA, Tutoring Program request form, you agree to abide by all rules and guidelines governing the OMA Tutoring Program and outlined by the Tutee Memorandum of Agreement. Please read the following information carefully. If you have questions or concerns regarding the terms of this agreement, contact the Tutoring Program Coordinator by phone at (614)292-8732 or via email at oma-tutor@osu.edu.

Tutor Request & Assignment

1. Students requesting tutors through the OMA Tutoring Program will receive an email confirming receipt of their request within (2 business days) of the request. **A request for a tutor does not guarantee an assignment.** Assignment is based on student demand and tutor availability.
2. Once assigned, you will receive an assignment email which includes the course requested, the tutor's name and contact information. If you requested more than one tutor, you will receive multiple emails. Please check your email on a regular basis. **All tutor assignments will be completed by the 3rd Friday of the quarter.**
3. Upon receiving the assignment email, you are required to contact your tutor(s) immediately via phone or email to establish a weekly schedule. We recommend saving correspondence with your tutor(s) for future reference.
 - Each tutee may schedule to meet with their assigned tutor(s) up to 4 hours a week per a course. This is the maximum.
 - In order to accommodate as many students as possible, you may be paired with another student for tutoring sessions who is taking the same course.
4. In the event that you must drop a course or no longer need tutoring for any reason, inform your tutor and the Tutoring Program via phone or email as soon as possible. We will allocate your assignment to another student with a pending request.

Tutoring Sessions

As a tutee of the OMA Tutoring Program, you are expected to:

1. Attend all scheduled tutoring sessions and attend on time. **Failure to attend a scheduled tutoring session will result in a "No Show."** Your assigned tutor also reserves the right to issue a "No Show" if you are more than 15 minutes late for a session. The Tutoring Program will inform you via email when a "No Show" has been issued.
 - Three "No Shows" in an academic year will result in termination from the program for the remainder of the year.
 - You may contest a "No Show" within 10 days of the issue date.
2. Bring all necessary materials for a successful tutoring session including writing utensils, your textbook, course notes, and course syllabi.
3. Prepare for every session with questions and/or problems to work on with the tutor regardless of whether there is a current assignment or test for which to study.
4. Refrain from using electronic devices during tutoring sessions. This includes iPods, placing calls

or texting on cell phones, using Bluetooth, sending email or IM during sessions

5. Sign in and sign out on the Tutor Timesheet accurately and for the exact times your tutoring session took place. **Any fraudulent activity will be forwarded to the OSU Police Department and Judicial Affairs.** Please refer to the OSU Code of Student Conduct, 3335-23-07, Prohibited Conduct, F for more information.

Approved Tutoring Locations

1. Tutoring sessions must take place at a site approved by the Tutoring Program. Sessions are not permitted to take place at the tutor or tutee's residence under any circumstances. Approved tutoring locations include:
 - Crane Café in Hagerty Hall
 - Frank Hale Black Cultural Center
 - Mason Hall Library
 - Prior Health Sciences Library
 - Science & Engineering Library
 - RPAC
 - Suillivant Library
 - The Ohio Union
 - Thompson Library (Main)
 - Younkin Success Center

Cancelling a Session

1. Inform your tutor(s) and the Tutoring Program at least 24 hours in advance if you must cancel a scheduled session. Failure to inform the tutor of a session cancellation at least 24 hours in advance will result in a "No Show." This includes but is not limited to late cancellations for:
 - Illness
 - Doctor's appointments
 - Other scheduled appointments
2. Frequent cancellations may lead to termination of your tutor assignment for the quarter.

Tutor Responsibilities

1. Your tutor is not a Professor or TA. You must continue to attend lectures, recitations, and labs for the best academic results.
2. The tutor's role is to guide and assist you. He or she may not know all the answers all the time.
3. Your tutor will not watch you do homework or do homework for you. You should attempt to complete all assignments before your scheduled tutoring sessions.
4. The tutor should create an environment conducive for learning. Inform the Tutoring Program of any issues that arise during the course of the quarter related to tutor behavior or knowledge of material via phone at (614) 292-8732 or email at oma-tutor@osu.edu. In most cases, you will be reassigned to an alternate tutor.

Tutor / Program Evaluations

1. Each assigned tutee is strongly encouraged to complete an electronic Tutor/Program Evaluation at the end of the quarter. Information will be forwarded to each assigned tutee. The tutee's name and other identifying information provided on tutor evaluations is not shared with the tutor.