

# Responsibilities in the Tutor-Student Relationship

This document aims to clarify the roles and responsibilities involved in the tutoring relationship as well as the roles and responsibilities of Accessibility Services.

As a tutor, you may use these guidelines to help you establish a strong working relationship with good boundaries, pedagogical goals and accountability as a learning team. You can adapt these guidelines to your particular student, discipline and pedagogical style.

## Tutor Responsibilities

A tutor's primary responsibility is to assist students in developing strategies for completing their course work and improving their academic skills. Students with disabilities have many of the same problems doing course work as students without disabilities. They also have distinct issues related to their particular type of disability. Tutors who work with students from Accessibility Services must be open to learning differences.

Your responsibility is to assist students in developing strategies that will help them overcome the barriers they face doing university-level work because of their disability. Examples include: developing a set of structuring and editing tools for writing while teaching grammar principles. It is important that academic integrity is maintained throughout the tutoring relationship, and that the work submitted is that of the student.

Personal issues are only relevant as they affect academic progress. If you have any concerns about a student's wellness, you should encourage your student to connect with our main office at (416-978-8060).

Many of our students receive funding for tutoring. Hence, there is paper work and accounting involved in the tutor-student relationship. Modelling skills in managing this administrative process is helpful for many students in completing the required records and payment.

## Tutor Responsibility guidelines

1. The names and nature of the disability of all students tutored through Accessibility Services must be kept confidential. Any confidential information that comes to the tutor's knowledge through the tutoring relationship should not be divulged to anyone either within or outside of the University.
2. To set a firm hourly rate based on the pay scale guide (see below). There are differences between tutoring for Accessibility Services and working as a T.A. Preparation time is **not paid** for when tutoring students registered with Accessibility Services.
3. Tutors do not get paid for travel time.
4. To keep appointments with students; to show up on time; and to give at least 24 hours' notice if meetings have to be cancelled.
5. To notify in advance what payment will be required for appointments missed but not cancelled 24 hours in advance. Consequences of late arrival should also be addressed and decided upon at the outset of the tutoring arrangement.
6. To keep accurate accounts of time spent with students as well as money paid and/or owed. Both the tutor and the student should retain their own copy of this tutoring record/receipt. Do not allow unpaid sessions to accumulate for any length of time. Accessibility Services can't assist with the collection of unpaid funds.
7. To meet in a safe, public place preferably on U of T's campus.

8. To help the student explore new study strategies in order to improve their academic performance.
9. To assist students with understanding assignments, readings, and course material.
10. To help build confidence in students by identifying strengths while learning ways to compensate for their difficulties.
11. To avoid plagiarism (see link for more info visit U of T's page on academic integrity: <http://academicintegrity.utoronto.ca/>)
12. To not interact with the professor, instructor, TA, or Accessibility Advisor on the students' behalf, rather encourage self-advocacy.
13. To not predict grades or outcome of work, assignments, tests, etc.
14. A copy of your updated CV must be sent to [as.tutor@studentlife.utoronto.ca](mailto:as.tutor@studentlife.utoronto.ca).

## Student Responsibilities

Students also have responsibilities within the tutorial framework. All students are responsible for their learning and academic success. Tutoring can be a support to help them achieve their goals.

Some students may have trouble organizing themselves, budgeting funding resources, keeping appointments, organizing course work and managing time. Tutors will have to work with students to find tools that will best help them manage their obligations to your tutoring sessions and their courses.

## Student Responsibility guidelines

1. The number of tutoring hours recommended through the Bursary is determined in consultation with the student's Accessibility Advisor.
2. If a course is dropped and the student has received the tutoring money through the Bursary, the portion of money for the dropped course(s) must be returned to Enrolment Services.
3. To find a qualified and experienced tutor. Students can ask their Accessibility Advisor for suggested tutors from Accessibility Services internal tutor list.
4. If an appropriate tutor is not available from the list, students can find tutors by using campus or off-campus resources. This tutor must then provide Rahul Bhat ([as.tutor@studentlife.utoronto.ca](mailto:as.tutor@studentlife.utoronto.ca)) with a resume and transcript.
5. Book appointments in advance showing respect for the tutor's schedule.
6. Give at least 24 hours' notice for cancelled appointments.
7. Bring relevant course material and supplies and to be prepared to work.
8. Actively participate in finding a suitable place to conduct the meeting on or near campus.
9. Pay the tutor in a timely fashion preferably after each session.
10. Keep a record of the hours used for tutoring, payments made and to provide accurate receipts to Enrolment Services at the end of each term.
11. Budget the available money for tutoring.
12. Actively participate in developing new learning strategies and improving academic performance.
13. It is not appropriate for students to call upon the Tutor on a regular basis, to answer "quick questions" outside scheduled sessions. To do so, goes beyond the scope of the tutor's responsibilities.

14. Actively use on-campus resources such as the Academic Success Centre, Writing Centres, Math Aid Centres and Instructor's office hours to complement tutoring work. A list of free academic resources is available here: <http://www.artsci.utoronto.ca/current/advising/freeresources>
15. Treat the tutorial sessions as a professional relationship between student and tutor. (Personal issues are only relevant to discuss when they directly impact your ability to learn effectively. The discussion is limited to problem solving the specific learning issue and completing your work.)
16. Avoid plagiarism and other forms of academic dishonesty. (The tutor is only there to help develop strategies.) Where any work of the student has incorporated in whole or in part the thoughts of the tutor, both parties are subject to an allegation of plagiarism.

### Reminders

- Funds received for tutoring from the Bursary must only be used for the tutoring requested on the Bursary application. No changes or substitutions can be made unless in consultation with the student's Accessibility Advisor.
- All receipts must be submitted to Enrollment Services at the end of each semester.
- Tutoring receipts can be found at <https://www.future.utoronto.ca/finances/financial-aid/financial-aid-students-disabilities>
- ***Accessibility Services cannot be involved in assisting with the collection of debts.***

### Pay Scale Guide

- Undergrad degree in progress - \$15-25
- Undergrad degree completed - \$25 - \$30
- Graduate degree -\$35-\$40
- For more info on Accessibility Services go to: <http://www.studentlife.utoronto.ca/as>

#### AGREEMENT

We have read and understood the Tutor-Student Relationship Document and agree by the rules and established guidelines.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Tutor Name: \_\_\_\_\_

Tutor Signature: \_\_\_\_\_

Date: \_\_\_\_\_