\_\_\_1. **Introductions.** **Exchange phone numbers and/or email addresses**.

\_\_\_2. **Expectations of tutoring experience.** Why is the student-athlete here? Why is the tutor? What do you both want to get out of tutoring? Talk through the Tutoring Program Interview form.

\_\_\_3. **Student Athlete’s Responsibilities.**

* Be on time (try to be about 5 minutes early).
* Be prepared- you must bring all relevant course material (books, class notes, handouts, syllabus)
* Come to sessions even when the class just took a test.
* These are **weekly appointments.**
* If you must cancel, email your tutor **AND** the Tutoring Coordinator, Joe Miller (Milljos1@gvsu.edu), 24 hours in advance.
* If there is an emergency and advance notice is not possible, please contact your tutor and the Tutoring Coordinator as soon as possible.

\_\_\_4. **Explanation of the no-show policy and cancellation policy**. The student-athlete will be dropped from the schedule after the second no-show or cancellation. Coaches will be notified by the tutoring coordinator if the student-athlete has missed more than one session.

* Cancellations without 24 hour notice that are NOT considered emergencies will be considered no-shows. No-shows will be notified by the Tutoring Coordinator
* Missing tutoring due to team travel should be communicated 1 week in advance

\_\_\_6. **Contacting Your Tutor.** The LAKER Academic Success Center only encourages professional relationships between tutors and tutees. Do not abuse your tutor’s contact information. You may only contact your tutor to notify your tutor of lateness or cancellation

\_\_\_ 7. **Tutoring Location.** Sessions must take place in the designated location (Study Tables, LAKER offices, Fieldhouse etc.) unless an alternate location is approved by the Tutoring Coordinator

\_\_\_8. **Study Skills and Additional Academic Support is available!** The Academic Advisors in the LAKER Academic Success Center are happy to meet with you to discuss study skills, test taking strategies, stress management, and connect you to additional resources.

\_\_\_9. **Tutoring Concerns.** If the student-athlete or tutor has any problems related to tutoring services, he or she should contact the Tutoring Coordinator or fill out a report a concern form found on the LAKER Academic Success Center website.

\_\_\_10. **NCAA policies & GVSU Student Code.**  Student-Athletes must uphold these policies. Copies of the Student-Athlete handbook and GVSU student code can be found on the GVSU website.

\_\_\_11. **Review Syllabus.** Student Athletes should provide a copy of the syllabus for the tutor to keep on file. Review the syllabus during the first session.

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Tutor Signature Student Athlete Signature

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Date Date