

TUTORING PROGRAM

Oneida Nation Community Education Center
Education for Life



HOURS OF OPERATION

Monday-Thursday, 8:00-6:30 p.m.; Friday, 8:00-4:30 p.m.

HOW TO SCHEDULE AN APPOINTMENT

Call 920-496-5260 for tutor listing. Appointments are available by direct contact with tutor.

HOW TO PAY FOR TUTORING

<https://oneidacommunityeducationcenter.org/>

DEFINITIONS

- *Tutor*-Person assisting a client with assignments and related work
- *Tutee*-Person receiving assistance from the tutor

ASSIGNMENT COMPLETION

- Tutors will maintain integrity, using honesty and tact in dealing with tutees.
- A tutor should not do any part of a student's homework. Having a tutor complete homework which will be graded constitutes cheating.

TUTORING APPOINTMENT GUIDELINES

- Tutees are responsible for knowing and keeping their appointments.
- Scheduled appointments are strongly encouraged. Schedules change daily; therefore, it is imperative to secure your date and time.
- Appointments are 45 minutes maximum.
- Additional appointments should be approved and scheduled ahead of time.

CANCELLATION/NO SHOW GUIDELINES

- A session is considered a "no-show" if the tutee fails to show 15 minutes after the scheduled appointment time or if the tutee fails to give at least 1-hour notice that he/she will not make a scheduled appointment.
- After the first "no-show," tutees are put on probation. After the second "no-show," tutees will lose the tutoring privileges for 60 days.
- During the first appointment tutoring session, the tutor should ensure that the tutee is aware of the appropriate method for canceling an appointment as well as the method for requesting that the appointment be rescheduled.

TUTORING PRICES

- 1 session—\$10 general or \$0 Tribal/Employee
- 5 session package—\$30 general or \$0 Tribal/Employee
- 10 session package—\$80 general or \$0 Tribal/Employee
- No refunds are available for tutoring packages.