

# Tutor Agreement for English Language Partners of Wisconsin, Inc.

We want you to have a successful and rewarding experience as a tutor for English Language Partners of Wisconsin.

Our scheduling is very flexible. You choose the dates during the module that best fit your schedule. You do not have to volunteer the same evening every week or even every week.

You first look over your work and/ or school schedule. For school, note the exam dates and when papers are due, and then schedule your volunteer sessions.

Out of respect for the faithfulness and commitment of our tutors and students, you are expected to keep your commitment of tutoring dates. Absences negatively impact everyone, including your fellow volunteers who have to stop their lessons and start over again.

Volunteer work in a cross-cultural setting is an opportunity to enhance your résumé with desirable work experience. We receive many requests to allow our names to be used as references. Prospective employers will ask us the same questions they ask supervisors at paid positions: Is this candidate reliable? Does s/he come arrive on time? Follow directions? Show initiative? Does s/he act in a respectful, dignified, and professional manner towards all participants? Etc.

We *consider* requests for references after you have served six or more times, during which period you have given us at least 48 hours notice for rescheduling, and cancelled within 24 hours only in an emergency [\* see below] and you have **called** us.

As a tutor of English Language Partners of Wisconsin, Inc., I agree to the following:

- I have a desire to learn about people from other cultures and am patient and empathetic.
- I will use standard English.
- I will listen to and read instructions and follow them.
- I will write a reflective evaluation after every session so that I reinforce what I have learned and can consider how I can improve my tutoring the next time. I will also use this opportunity to let the lead teacher or coordinator know if I'm experiencing difficulties.
- I will carefully read the weekly email announcements and check the volunteer roster to make sure I am listed correctly on it.
- I am responsible to show up on the days I signed up to tutor and I will call if I will be late (after 6pm). Failure to call if you are going to be late may mean you won't have a placement that night.
- On the day of my commitment, if an emergency (\* illness of myself or a family member I take care of; car troubles; a crisis at work where the boss expects me to stay; or bad weather) prevents me from tutoring, I will **call the office**. No emails the day of classes will be accepted as an excused absence. I understand that having too much homework or a paper due are not emergencies.
- I will give at least 48 hours notice if I cannot attend the session I signed up for. I understand that emails can be lost and that if I do not hear back from Lori, it is my responsibility to call her at the office.
- If I have committed to giving a ride to other volunteers and I cannot tutor, I will arrange for them to get to the program another way.
- I understand if I do not call and do not show for the date I signed up for, I will be dropped from this placement.
- I will respect ELPW and its policies and will conduct myself in language and actions as though this were a place of paid employment. I understand that failure to act in dignified, respectful, and professional manner towards all participants will result in being dropped from this placement.

I have read each of the above conditions and agree to be held accountable to them.

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Tutor Signature

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Date