



University of Pittsburgh

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Department of English

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Peer Tutor Responsibility Contract **University of Pittsburgh Writing Center**

As a Peer Tutor, I agree to adhere to the University of Pittsburgh Honor Code and following guidelines:

I hereby accept membership in the University community and agree to adhere to honesty and integrity in all relationships, to be considerate of the rights of others, and to abide by the University regulations.

1. I will show up for my hours at the Writing Center consistently. When I have to miss hours, I will let Sandy Foster know in advance, unless I'm sick.
2. I will conduct myself professionally at the main site in O'Hara Student Center and all satellites. This means that I will work quietly if other people are tutoring, and I will not talk across the table at other tutors.
3. I will maintain accurate records of tutoring sessions and submit my reports on WC Online on time.
4. I will not falsify the number of hours I work or the number of students I work with, and I will not ask Sandy to block out extra time for me so that I can do homework.
5. I will not tell students what to write in their papers.
6. I will not gossip with students about their professors.
7. I will not assist students with take home exams.
8. I will not talk about my students outside of the Writing Center, and I will not gossip about students with other tutors.
9. I will be respectful of my students' cultural background, use of language, and value system.
10. I will attend Writing Center meetings and meetings for Peer Tutors.

11. I will update the blog as instructed and participate in the discussion.

12. I will not take time out of the schedule to do Writing Center related work and then use the time to do my homework.

13. I will not take more time out of the schedule than I need for Writing Center related activities, such as updating Facebook. If time taken out to work doesn't match the work I've done on the Social Media Committee by the end of term, I understand that I will not be asked to come back to the Writing Center the following term.

Print your name

Signature

Date