**Pre-College MARC Tutor Contract**

1. I will focus on building the student’s self-confidence and independence.

2. I will recognize that the student deserves and will receive undivided attention.

3. I will provide expertise and effective instruction in the academic content area in which I am tutoring, but be sensitive to, and address through referral, the student’s needs outside academics.

4. I will encourage my student but will not provide false hope or empty flattery.

5. I will abstain from imposing my personal value system, beliefs, and lifestyle on the student during the tutoring session.

6. I will be open to feedback from the student regarding my performance, and I will open myself to learn from the student in order to grow in my capacity as an educator.

7. I will admit my own weaknesses in content area or instructional ability and will seek assistance as needed.

8. I will seek clear communication and understanding between the student and myself by asking on an ongoing basis whether we clearly understand what the other is saying.

 9. I will always interact with the student with sensitivity, caring, and honesty and view them as a unique individual full of promise.

10. I commit to attend each session or acquire prior approval for an absence out of respect for the student(s).

11. I will complete weekly report forms, abide by and enforce program rules and respect for the

facilities provided.

12. I will help to facilitate at least one enrichment activity.

13. I will communicate any professional or personal issues that may inhibit my ability to be an effective tutor with Authrene.

*By signing below I signify that I have read, understand, and agree to the above requirements for being a tutor/mentor for the Pre-College MARC Program.*

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Name (please print) Signature Date

**Virtual MARC Additional Contract**

I will have reliable internet each MARC session.

I will not lead or participate in online video or audio sessions in public areas where strangers may be present. I will never use a public kiosk or shared computer to access online learning video or audio sessions.

I will save email, chat, and text strings relating to MARC.

I will contact my site supervisor AND Authrene as early as possible for any absences. In the contact, I will have ALREADY reached out to a fellow tutor to take my assigned tutee that evening and will explain such to the site supervisor and Authrene.

I understand that missing more than 2 sessions negatively impacts my experience, the other tutors’ experiences, and most importantly the experience of my assigned tutees. After two absences, if I request another, I understand I will have to discuss the need with Authrene.

I will bring a positive attitude, empathy, care, and true attention during each session.

I will not be working on homework or other work during any MARC responsibilities.

I will communicate through official channels only. I will not interact with program participants through personal accounts on social media platforms like Facebook, Instagram, Twitter, Snapchat, and others.

I will avoid one-on-one interactions through direct messaging.

I understand I should not directly contact a student and/or parents/guardian. I will work with my site supervisors if this is necessary.

If program participants request to friend or follow any of your personal accounts, you must deny the request and report it to your site supervisor AND Authrene.

I must close all video conference applications at the end of each session to ensure that no inadvertent streaming of audio and/or video content unrelated to youth program activities occurs.

I will review Mandatory Reporting (Executive 54) documents after orientation and before the fist session.

I will meet with my site supervisor for a 15min. check in at the halfway point of MARC.

I will be present during all of orientation for my MARC site. I understand that if I need to miss any of that, such should be explained in my interview or application.

I will ensure that background views in teleconferences follow the same guidelines that are used in physical office settings.

I will not make sexual or pornographic materials in any form available to minors or assist them in any way in gaining access to such materials. I will not use or be under the influence of alcohol or drugs during online interactions with minors.

I will not engage in discrimination or harassment. The University of Wisconsin System does not tolerate discrimination, discriminatory harassment, or retaliation in any form. (See [Regent Policy Document 14-2: Sexual Violence and Sexual Harassment Policy](https://www.wisconsin.edu/regents/policies/sexual-violence-and-sexual-harassment/))

I will not engage in verbal abuse toward or in the presence of a minor. Verbal abuse is defined as “harsh and insulting language direct at a person.” (Merriam-Webster's Unabridged Dictionary)

By signing below, I signify that I have read, understand, and agree to the above requirements for being a tutor/mentor for the Pre-College MARC program in Fall 2020.

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Name (printed or typed) Signature (written or electronic) Date