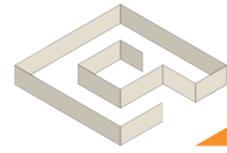


BISLA Learning Lab & Research Assistants



B I S L A
Liberal Arts College

As a **Peer Tutor**, I agree to adhere to the BISLA 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 BISLA regulations.

1. If I am scheduled to be in the Learning Lab, I will show up for my hours consistently. When I have to miss hours, I will let my supervisor know in advance, unless I'm sick.
2. I will respond (via text or email) to students who sign up for tutoring in a timely fashion (within 48 hours) to confirm a session or reschedule a session.
3. I will conduct myself professionally.
4. I will maintain accurate records of tutoring sessions and submit my reports via the Google form within 24 hours. (The form will be checked on the 30th of each month for the purpose of payment.)
5. I will not falsify the number of hours I work and/or the number of students I work with.
6. I will not tell students what to write but will try to help them understand what they're supposed to do. I will attempt to teach, not do it for them.
7. I will not gossip with students about their professors.
8. I will not assist students with take home exams.
9. I will not talk about my students outside of the Learning Lab, and I will not gossip about students with other tutors.
10. I will be respectful of my students' cultural background, use of language, and value system.
11. I will attend Learning Lab meetings and meetings for Peer Tutors as they are called by either Dr Griffith or Dr Steyne.
12. I will participate in the discussion/problem-solving in the FB group as those discussions come up.
13. If I do not keep to these terms, I understand that I will not be asked to come back to the Learning Lab the following term.

_____ Print your name

_____ Signature

_____ Date