

Professional Mathematics Tutor Policies

By scheduling an appointment with Sydnee Cooper, the Professional Math Tutor at Cedar Crest College, you acknowledge that you have read, understand, and agree to adhere to these policies.

Professional Tutor Expectations

The professional tutor is a **supplementary** learning resource, meant to support students towards becoming **independent math learners**.

The professional tutor can...	The professional tutor cannot...
<ul style="list-style-type: none">• Help students understand and apply course content• Practice with students the use and application of equations, formulas, theories, and concepts• Review for course assessments with students• Help students develop general academic skills (e.g. effective study habits, test-taking strategies, notetaking techniques)• Help students find and apply additional educational resources	<ul style="list-style-type: none">• Reteach entire lectures or entire sections of content• Be a replacement for class attendance• Complete any part of an assignment for the student• Assist with quiz/test corrections without prior approval from the professor• Share information (other than attendance) about any tutoring session to faculty without the student's request

Student Expectations

To ensure a productive tutoring session, students are expected to...

- Have a **clear and realistic goal** in mind (we only have so much time!)
- Bring **specific questions and practice problems** to work on
 - For best results, **send questions/practice problems to the tutor ahead of time**
- Arrive on time (**please read the late/cancellation policies!**)
- Bring **all relevant materials** (laptop, notes, textbook, etc.)
- Be familiar with the course syllabus, textbook, course notes, homework, other assignments, and any other course resource(s)

If these expectations are not met...

- **First occurrence:** Session will be used to review how to meet expectations.
- **Second occurrence:** The tutor reserves the right to **end the session early**. The student may be referred to the Student Success Specialist.

Appointment and Office Policies

Scheduling Appointments

- Appointments must be made through the tutor's [Microsoft Bookings link](#) **at least 24 hours in advance** and can be scheduled up to 1 week out from the current date.
- Recurring appointments are not available; students are encouraged to book an appointment each week.
- The student scheduling the appointment should be the student attending the session.
- Students are limited to 1.5 hours of tutoring per week, as available.

Group Appointments

- Students may schedule group tutoring sessions limited to up to three students.
- Students attending as a group must have the same focus for the tutoring session and must wish to review the same course content.
- If students wish to attend as a group, only one student should book the timeslot and list the other students' names under the appropriate field on the booking page.

Late Policy

- Students who arrive more than 15 minutes late for their appointment may lose their appointment slot. Please contact the tutor ASAP if you know you will be late for the appointment or cannot make it at all.

Cancellation Policy

- Rescheduling and cancellation of appointments should be done at least 24 hours before the scheduled appointment.
- Rescheduling and cancellations made less than 24 hours in advance must be done through email and should include the reason.
- If the student misses two or more appointments without valid reason or without notifying the tutor, the tutor will cancel future sessions and restrict appointment scheduling until the situation has been discussed with the student.

College Policies

- Students are expected to uphold the Community Standards for Social Conduct. Students who behave in a disruptive manner may be asked to leave by the tutor.
- The professional tutor is expected to respect the privacy and integrity of students who attend tutoring. Information regarding student visits to tutoring will remain confidential according to FERPA regulations.
- Both students and the tutor are expected to act in accordance with Title IX. Cedar Crest College is committed to ensuring that all members of the College Community have a learning and working

environment that is free from sexual misconduct and harassment; Sexual misconduct and sexual harassment will not be tolerated. Cedar Crest College expects all members of the College Community to share in the responsibility for ensuring that the Cedar Crest College environment is free from any form of abuse, violence, or verbal or physical intimidation. Please be aware that the tutor, as an employee, is a **mandated reporter** and must report all known details of actual or suspected discrimination, harassment, and/or retaliation to appropriate officials immediately.

Tutor Information

Contact Sydnee Cooper, the Professional Math Tutor, at sdcooper@cedarcrest.edu or through Teams chat. Their office is Cressman Library office 103 on the bottom floor, and they can be booked through this link: [Sydnee's Bookings](#)

Questions, concerns, and feedback should be sent to Sydnee Cooper at sdcooper@cedarcrest.edu or to Anna Eichner, the Director of Academic Services, at anna.eichner@cedarcrest.edu