

VU Learning Unlimited Tutoring

Vincennes University Learning Unlimited offers tutoring for online students in an effort to supplement course instruction, foster independent learning, and assist the student in improving academic skills. Tutoring may occur either in a face to face format (at one of the approved LU public library sites located across Central Indiana) or via a virtual format using Blackboard Collaborate.

Learning Unlimited staff who provide tutoring services have at minimum a bachelor degree, are required to complete a tutoring orientation and training activities with the Distance Education program.

Student Rights and Responsibilities

1. Students have the right to a safe and public environment for tutoring sessions.
2. Students have the right to be treated with dignity and respect and without discrimination at all times.
3. Students have the right to refuse to meet with a tutor if the tutor behavior is disrespectful or threatening.
4. Students are ultimately responsible for all academic outcomes.
5. Students are responsible for maintaining academic honesty and integrity at all times
6. Students are responsible for conducting themselves in a civil and respectful manner in accordance with the VU Standards of Student Behavior. (Students are responsible for being familiar with the standards of student behavior which is available on the VU website / Services / Student Right to Know.)

Tutor Rights and Responsibilities

1. Tutors have the right to a safe and public environment for tutoring sessions
2. Tutors have the right to be treated with dignity and respect and without discrimination at all times.
3. Tutors have the right to refuse to meet with a student if the student behavior is disrespectful or threatening.
4. Tutors have the right to refrain from sharing personal information with students.
5. Virtual tutors have the right to record tutoring sessions to protect the integrity of the educational process.
6. Tutors are responsible for maintaining academic honesty. Tutors may provide feedback to increase understanding of concepts, provide organizational tips, -and reference outside resources. Tutors may not type student papers, complete coursework or correct student work.
7. Tutors are responsible for maintaining confidentiality in accordance with federal laws and FERPA regulations pertaining to educational records, personal circumstances, and other pertinent student information.
8. Tutors are responsible for maintaining professional conduct at all times and will not engage in inappropriate behaviors or relations with students.

Participation in Tutoring

1. Students must agree to rights and responsibilities as set forth above.
2. For virtual tutoring, students must have access to a computer with a webcam and internet connection.
3. Students must request a tutoring appointment at least one week in advance and must notify the tutor at least 24 hours in advance if they need to cancel.

By signing this, you agree to abide by all rules and conditions set forth by the LU Tutoring Program.

Student Name (Printed)

Student Signature

Student ID (A#)

Date