



College Planning Corp. (CPC) Tutor Manual

By offering your services as a tutor here at CPC Prep, you will be responsible for teaching and guiding the students to their academic goals. As such, it is imperative that you perform your tasks to the best of your abilities. The following will briefly outline what CPC Prep expects from each of its tutors.

Specific details regarding service can be found in the Contract for Services.

Tutors will be expected to perform and hold themselves to the highest standard.

This includes:

- Being punctual (aim to be 5-10 min earlier than the students) - Dressing appropriately and presentably at all times
- Being diligent and helpful to all students
- Showing respect to fellow peers
- Doing necessary preparation for each tutoring session

To respect privacy, tutors can refer to themselves as Teaching Instructor at CPC if asked about background or title.

Logistically, tutors will be expected to be up to date and on top of their work. The responsibilities expected of them include the following:

01. Tutors will contact Sam letting him know of any unforeseen delays, no matter the duration. Lost time will be made up at the end of the session, or during the following session.
02. Tutors will keep Sam informed of any problems that arise with students regarding their academic development.

03. Tutors will be readily available for contact by email and telephone, within reason.
04. Tutors will provide progress reports for their students if requested.
05. Tutors will keep an up-to-date schedule and record of all hours worked. Any schedule changes will be made through Sam.
06. Any referrals by students will be scheduled through Sam. Private scheduling of sessions with students at CPC will be prohibited.

We here at CPC Prep look forward to working with each and every one of you. If you have any further questions regarding your service as a tutor, feel free to reach out to Sam.

Date:

Print name:

Signature: