

## The Provost Scholars Program

### Tutor Roles and Responsibilities 2021 - 2022

The Provost Scholars Program is an educational enrichment program dedicated to supporting East Cleveland and Cleveland middle and high school students by expanding and strengthening their academic and career goals. Tutors are a critical component of the program as they assist the Provost Scholars in reaching their academic and career goals, particularly in mathematics, reading, critical thinking and writing. Tutoring sessions for Fall semester 2021, are scheduled for Thursdays from 2:30- 3:50 PM in Guilford House. All Provost Scholars tutors should be:

- ✓ **CONSISTENT** with their commitment by attending tutoring sessions every Thursday.
- ✓ **DEDICATED AND MOTIVATED** to ensuring that their Scholars' academic needs are met and goals are attained.
- ✓ **PATIENT** with their Scholars' challenges and understanding their strengths and weaknesses, while focusing on their potential.
- ✓ **RESOURCEFUL** in finding solutions to improve their Scholars' academic skills.
- ✓ **EFFECTIVE AS A ROLE MODEL** for all Scholars in demeanor, attire, and integrity.
- ✓ **FRIENDLY AND COURTEOUS** to all Provost Scholars and staff.

#### Tutor Responsibilities

- Providing one-on-one or small group assistance with schoolwork. We will do our best to match your specific skill set with the needs of the individual Scholar.
- Identifying if the Scholar needs additional assistance with their academic work, and aiding the program team with constructing and monitoring a plan of action.
- Ensuring that the Scholar remains focused and on-task.
- Updating information (for [GoSchoolBox](#) tutors) so Scholars can schedule times to meet.
- [Informing](#) the Provost Scholars Team of your absences or schedule changes in a timely manner.
- Checking in and out each session and completing the [Tutor Feedback Form](#) in CampusGroups.

#### Code of Conduct for Tutors

Please read the University Code of Conduct for additional requirements and expectations that are associated with tutoring the Provost Scholars. The University Code of Conduct can be found at this link:  
<https://students.case.edu/handbook/policy/conduct/>

#### Cell Phones and Technology Use

Provost Scholars will have a school-issued Chromebook they will use during tutoring. They should not use their cell phones during programming except when directed by the tutors for the purpose of completing academic work.  
***We wish to thank each of you for sharing your knowledge, skills, and time with the Provost Scholars.***

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