**GW SMARTDC Tutor Agreement**

This is an Agreement between GW SMARTDC program participants and the George Washington University (GW) Honey W. Nashman Center for Civic Engagement & Public Service.

Participants are expected to serve as representatives of SMARTDC, the Nashman Center for Civic Engagement, and GW more generally. Detailed participant expectations are below.

Tutor Eligibility: Tutors must be enrolled as GW degree-seeking students during 2019-2020 academic year and must maintain good academic and disciplinary standing throughout the school year.

Participants are expected to conduct themselves in accordance with the expectations outlined below immediately upon signing this agreement.

**Program Expectations for Tutors**

*The mission of the Honey W. Nashman Center for Civic Engagement and Public Service is to integrate civic engagement into George Washington University’s educational work. We promote equity and active citizenship in a diverse democracy, focus GW’s resources to address community needs through reciprocal partnerships beyond the campus, and enhance teaching, learning, and scholarship at GW.*

Tutors will support and uphold the mission and values of the Nashman Center and will hold themselves to the highest ethical and service standards.

Tutors must uphold and abide by the policies detailed in the George Washington University Student Code of Conduct.

Tutors are expected to adhere to all safety standards and risk management protocols that are established by the Nashman Center and their site.

**SMARTDC Expectations for All Tutors:**

**Time and Attendance:**

* Serve each week and each scheduled session at your site for a minimum of one semester or, at some sites, a full academic year
* Attend tutoring on every day you are scheduled, on time and for the full session
* Work at least 4 hours and no more than 20 hours per week
* Communicate with the Nashman Center and your site in a timely and effective manner
* Clock in before you travel to site and clock out when you return to campus
* Complete bi-weekly time-sheets in a timely and accurate manner
* Log service hours on GWServes
* Attend monthly cohort meetings/trainings

**If You Can’t Make Your Scheduled Tutoring or Training Session:**

Contact your SMARTDC Team Leader at least 3 weekdays in advance if you are unable to make a tutoring session and copy your site supervisor and [smartdc@gwu.edu](mailto:smartdc@gwu.edu).

If you have an emergency or sudden illness, contact your SMARTDC Team Leader immediately and copy your site supervisor and [smartdc@gwu.edu](mailto:smartdc@gwu.edu).

**Program Protocol:**

* Dress properly and modestly, business casual
* Follow all school and nonprofit rules and set an example for students
* Follow the directions of site personnel
* Only touch children appropriately, for example, quick pat on the back or high-five.
* DO NOT hug, lift or piggyback a child, or allow a child to sit on your lap
* DO NOT give students medicine, money, candy, food, or any gifts (unless SMARTDC sends a gift item)
* Respect the confidentiality of all children. Anything personal that is revealed to tutor is to remain confidential EXCEPT in cases of suspected abuse, neglect, or other problems. Such cases must be reported to the GW SMARTDC Team Leader, Staff, and Site Point of Contact immediately.

**Program Violations:**  
Failure of a participant to adhere to this agreement constitutes grounds for corrective action, including but not limited to immediate removal.

Participants who violate policies, procedures, or expectations are subject to disciplinary action according to the following steps.

* **Verbal Warning**- For minor violations or for first-time situations, supervisors will give a verbal warning. Verbal warnings will be accompanied by instruction on how to solve a problem, especially if it is related to policies and procedures. Verbal warnings will be accompanied by an email outlining the incident and remediation steps. *\*If the violation is a missed meeting or training, participants must meet individually with their leader and/or supervisor to cover information missed at the meeting/training.\**
* **Written Warning**- For serious violations of policy or for repeated violations when a verbal warning had been previously given, a written warning will be given to a participant. This will be accompanied by a meeting with your supervisor. A copy will be placed in the participant's file. Written warnings will detail infraction(s), what steps have been taken previously and at that time, and the ramifications for future violations of the policies and/or procedures.
* **Removal** - If participants have been warned verbally and in writing but one or more violations of expectations continue, a participant may be removed from the program.

We reserve the right to remove a participant as a result of a single incident, a number of incidents, violation of the GW Student Code of Conduct, or unsatisfactory performance. Serious conduct violations, including but not limited to endangering self or others or fraud, will result in immediate removal.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SMARTDC Tutor

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the GW Nashman Center for Civic Engagement and Public Service