

Guidelines & Ethical Code for Learning Center Tutors

Treat students as individuals, keeping in mind that each student comes to us with a different skill level and different strengths and weaknesses.

The Director's office is always open to our students and tutors. We strongly encourage open communication between our students, tutors, and staff, especially when problems arise.

Remember to treat each student in a professional manner conducive to creating a collaborative atmosphere for tutor and student.

As members of the ECC Learning Center, we strive to approach each of the students and our responsibilities with honesty, integrity, enthusiasm, dedication, intelligence, and focus.

Because we adhere to the concept that it is better to create in a learner an understanding of a process than to produce a temporary product without that understanding, we ask probing questions to encourage discovery and thinking.

Our approach is student-centered and student-driven. We listen critically, carefully, and constructively to our students and choose to be positive in our point of view and in our responses.

Code of Ethics:

Derived from the Association for the Tutoring Profession

1. **Best Interest**: Tutors will be committed to acting in the best interest of tutees as specified by the employing organization or institute.
2. **Responsibility**: Tutors will take responsibility for their own behavior and work to resolve conflicts that may arise between themselves and a client.
3. **Integrity**: Tutors will practice and promote accuracy, honesty, and truthfulness.
4. **Fairness**: Tutors will exercise reasonable judgment and take precautions to ensure that their potential biases, the boundaries of their competence, and the limitations of their expertise do not lead to or condone unjust practices.
5. **Commitment**: Tutors will fulfill commitments made to learners.

6. **Respect for Others Rights and Dignity**: Tutors will respect the dignity and worth of all people, and the rights of individuals to privacy, confidentiality and self-determination.
7. **Excellence**: Tutors will strive to maintain excellence by continuing to improve their tutoring skills and engage in applicable professional development activities.
8. **Respect for Individual Differences**: Tutors will respect cultural, individual, and role differences, including those based on age, sex, gender identity, race, ethnicity, culture, national origin, religion, sexual orientation, disability, language and socioeconomic status.
9. **Professionalism**: Tutors will not engage in inappropriate relations with tutees.
10. **Confidentiality**: Tutors will maintain the highest privacy standards in terms of protecting personal information relative to those whom they tutor.