



# POLICIES

- The tutor as well as the rest of the Speakers Lab staff will respect the privacy of a tutee. The tutor will not share personal information about a tutee, details of a tutee's assignment, or the events of the session with anyone unaffiliated with Speakers Lab.
- The tutor will maintain open communication between colleagues at all levels of involvement.
- The tutor will not use amorous or suggestive words or actions toward a tutee. In addition, the tutor will not promote social gatherings, functions, or dates that are unrelated to Speakers Lab during Lab sessions.
- The tutor alone will be responsible for his/her own scheduled time. This includes being prompt and remaining for the duration of all shifts. The tutor will be responsible for finding a replacement when necessary, using current protocol.
- The tutor has the right to end the session and to ask the tutee to leave if a situation in Lab becomes inappropriate or uncontrollable.
- The tutor does not assign or predict a grade, nor does he/she guarantee any level of success to a tutee.
- The tutor will not assist a student in committing plagiarism by writing or explicitly rewording a tutee's speech.
- The tutor will take reasonable steps to secure Speakers Lab equipment.
- The tutor will fulfill the duties assigned by his/her respective project group, the managers, and the Director.
- The tutor will uphold all standards and policies set forth by Butler University.