



ACADEMIC.EXPERT EXPECTATIONS

It is important that we all understand the expectations and responsibilities of all parties.

Appointments and Meeting Logistics

A scheduled meeting is NOT a RESERVATION to be routinely canceled. All cancellations require 24 hour notice, otherwise payment is required. Meetings do not need to be regular, but the specifics need to be agreed to ahead of time.

Often, students will set up the days and times, if available. This is a commitment as if it came from the parents. In other words it is the responsibility of the student to keep the parents informed. Parents need to reinforce with the students that a same day cancellation is subject to full payment.

I generally don't work holidays. If a holiday is requested or a meeting time after 7:30 pm, that slot, if available, is subject to a premium.

The parents and I will agree on an hourly rate. There may be times when we run over scheduled time, usually an hour. The amount due will be prorated to the hourly rate on 15 minute intervals. Rates vary due to a number of factors. Tiered pricing is applied from high school classes, to AP classes, to university classes to master's degree level classes. The agreed-to rate is subject to increase. Clients will of course, be notified ahead of time. I will confer with parents when a rate increase is to be applied.

Repeated cancellations may be cause to revisit the tutoring plans with the student.

A “no show” will be treated as a late cancellation.

Any changes to schedule need to be communicated via telephone call or text. I use multiple different formats for working with students. These formats will be worked out with families. Most often I work with students individually. Circumstances might make working with multiple students desirable. Hourly charges may be changed to address this situation (discount where applicable).

Online sessions are available at the same hourly rate as in person. In person appointments are usually convened at a common location (libraries, Starbucks, etc.).

I have multiple approaches to working online. These will be discussed with the student. As I work with students in different states, I have optimized what it means to work online. I will explain further with parents as desired.

Accountability

My students own their own outcomes. I expect students to be prepared. Being prepared means having current material with them; paper assignments, packets and/or online assignments. These should be certain that they usually have a calculator and that any laptop or tablet is charged and/or have a charger.

Students need guidance. I am VERY GOOD at providing that guidance. However I do NOT DO THE WORK for the students.

Our sessions, while sometimes utilizing homework to review topics, are not meant to be solely sessions to do homework, esp. if the homework has not been reviewed by the student first.

MORE IMPORTANTLY, homework or assignments that are consistently blank is unacceptable. This may sound somewhat harsh, perhaps. If assignments have not even been attempted when it comes time for our session, this is a problem. This almost always results in having to teach all the material related to the assignment.

There is not enough time to do that effectively and have the student get questions answered, because they likely don't know what they don't know about the assignment.

If this becomes a pattern an hourly surcharge may have to be applied until the students take ownership of their assignments.

I expect the students to have been attentive in class and taking notes and have reviewed the material we are going to cover BEFORE the session.

Most often, I do a fair amount of teaching. But, simple time constraints dictate that I cannot teach all the material from scratch. Too often students disengage in class when they are confused. They have to drive through that.

So, yes, I DO teach the material, when needed, but I need the students to do their part. Remember, they own their outcomes.

I need students to be involved in terms of asking questions.

In other words, repeatedly starting off the session with "I have no idea what I am doing" WITHOUT THE STUDENT HAVING APPROACHED THE TEACHER OR HAVING BEGUN TO STUDY THE MATERIAL WILL ULTIMATELY BE PROBLEMATIC.

Sometimes these expectations take a while for students to "step up" to, especially having experienced the last. If your student is lacking in the area of study habits, and needs help meeting these expectations, I am mostly interested in effort from the student to be moving in that direction.

In the rare case that I need to cancel an appointment, I will give notice. You will periodically get emails that I sent to all parents, with general updates. You will get consistent updates from me as to your student's progress and any situations that need your attention.

WE ARE A TEAM

A handwritten signature in cursive script that reads "Joe". The signature is written in black ink and has a fluid, connected style.