



STONEHILL COLLEGE

Center for Writing & Academic Achievement

## Professional Code of Conduct and Confidentiality Agreement

All tutors employed by the CWAA must read and agree to adhere to the following Professional and Academic Code of Conduct and Confidentiality Agreement.

### Code of Conduct

- Tutors must keep strict confidentiality regarding any interaction with faculty and students while performing the duties of a Peer Tutor.
- Tutors are representatives of the CWAA and must keep all deadlines and conduct themselves in a professional manner; including dress, language, and behavior.
- Tutors must encourage independent learning and never do the work for the tutee.
- Tutors must report any inappropriate behavior or language to the Director of the CWAA.
- Tutors must record their hours on the Time Sheet and in TutorTrac accurately and honestly.

### Confidentiality Statement

I, (print name) \_\_\_\_\_ understand that students who are employed by the CWAA may be exposed to confidential information about other students. This information may be verbal or written regarding grades, class performance, and disabilities. Legally, such information must **never** be divulged to other students or faculty. Discussion or comments inside or outside the classroom or tutoring center concerning such information will not be tolerated. To do so is a serious violation of the **FERPA** (Federal Educational Right to Privacy Act) Right to Privacy.

My signature below indicates that I acknowledge the College's FERPA policy and agree to its mandate. I will not disclose any information acquired while working for the CWAA, nor will I use my position to seek information that is not required for my duties.

I understand that violation of these policies will lead to my immediate job termination and possible disciplinary action by the College.

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Student's signature

Date

\*To further review Stonehill College's FERPA Policy and the federal mandate please follow this link:  
<http://www.stonehill.edu/offices-services/registrar/ferpa>