

# Peer Tutor Confidentiality Contract

As a peer tutor for the Academic Success Program, within the University of Vermont's College of Medicine Office of Medical Student Education, I realize the significance of exhibiting professionalism, integrity, and courtesy. I will practice behaviors that exhibit these attributes to the best of my ability.

The importance of confidentiality concerning any student whom I assist both during and after my assignment is required. I understand and certify that any student information whether personal or concerning a student's academic practices and progress is confidential. I agree not to access, review, or disclose student information without specific authorization from the Office of Medical Student Education. I understand that I may discuss information about a student's progress with either the student receiving my support or the Director of Student Support for the sole purpose of the student's academic progress and success.

I understand that a breach of this contract could result in termination of my employment, and/or potentially legal action against me.

Tutor Printed Name: \_\_\_\_\_

Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Academic Support Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Peer tutors agree to keep all information regarding student sessions confidential. However, they are encouraged to contact the Office of Medical Student Education directly if they have concerns about a learner's personal and/or professional success. If you have comments, questions, suggestions or complaints concerning this program, please email Dr. Lee Rosen or call 802-656-3750. We take feedback very seriously and will reply as quickly as possible.

## FINANCING TUTORING SERVICES

The OMSE will determine whether a student will benefit from individual or group tutoring. **A maximum of four hours per week per student will be reimbursed by the College of Medicine for students who are approved for services at a rate of \$20.00/hour.** Tutors' preparation time Tutors' preparation time (a maximum of 60 minutes preparation for up to four hours of face-to-face tutoring) is also reimbursed. Students who are not eligible for tutorial assistance reimbursed by the OMSE may engage tutors at their own expense.