

WEEKLY

REQUEST FOR TUTORING ACADEMIC SUPPORT SERVICES

***Please note that this request form is for immediate ongoing tutoring.**
All sessions with tutors must take place on a regular basis.

Peer Tutors are a select group of students chosen for their academic standing and interpersonal skills. A faculty member and/or department head has recommended all tutors selected.

Tutors report to the Tutorial Coordinator by whom they are trained, supervised and given tutoring assignments.

Tutor Requests will be assigned according to availability of tutors within a subject area. Every attempt will be made to try and secure a tutor for you. However there is no guarantee of tutor availability in every subject particularly when it is late in the semester.

Please take a moment and carefully read this information

1. Fill out the information on the Request for Tutoring application
2. Take the application to the professor who is teaching the course. The professor will sign the application and indicate when he/she wishes to meet with your tutor.
3. Read and sign the Tutoring Contract. *Keep the Pink copy for your records.*
4. Return the packet to Academic Support Services
5. You will receive the name of your tutor by mail. You will then contact your tutor to establish a mutually agreeable meeting time and place. **You must meet with your tutor on a regular basis.**
6. **If you cannot reach your tutor, or if any problems arise, please contact Monica Cocca, Tutorial Coordinator.**

PLEASE NOTE:

UPON COMPLETION OF MIDTERMS, A TWO WEEK GRACE PERIOD WILL BE ALLOWED FOR TUTOR REQUESTS. AFTER THAT, STUDENTS WILL HAVE TO MEET WITH THE DIRECTOR OR TUTORIAL COORDINATOR TO JUSTIFY THE VALUE OF A TUTOR SO LATE IN THE SEMESTER.

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TUTORING REQUEST APPLICATION

Weekly

(Please print)

Date: _____

Name: _____

Graduation Year _____

SS# _____ Campus Address _____

Phone # _____ Email Address _____ Box # _____

Tutorial Assistance requested in:

Course #	Course Title	Instructor
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Please add any request for a specific tutor: _____
(student requested must be a trained tutor)

Estimate your current grade in this course based on quizzes, tests, and other assignments: _____

Attention Students with Disabilities: Tutoring is most effective when the tutor, faculty member and student share disability related information.

NOTE TO PROFESSOR: Tutoring is NOT intended to take the place of work required in your class and will NOT be provided if the student fails to attend class except for illness or emergency. Please notify our office if student fails to attend class for any other reason.

All Tutors are required to meet with the student's instructor.

Please indicate your most convenient time to meet with the tutor: _____ Day _____ Time

Professor's signature

Extension # or email address

Return the completed application to Academic Support Services

If you are unable to reach your tutor after 5 days, please contact Monica Cocca at x3433.

Do not write below this line

Tutor Assigned: _____ Date: _____ Hours: _____

Tutor's Telephone # _____ Box # _____ Email: _____

_____ Please Advise Student to Attend Workshop Day(s) _____ Place: _____

ASSESSMENT QUESTIONNAIRE

You must fill out this short questionnaire completely so that your tutor will know more about you before your initial meeting.
Only your tutor and the administrators of Academic Support will see this form, so please be honest.

Your name: _____ **Course Title:** _____

- 1. How is your class attendance?**

- 2. How often do you participate in class?**

- 3. How do you prepare daily for classes?**

- 4. Explain how you prepare for tests.**

- 5. If you need help, where do you go for assistance?**

- 6. What specific difficulties are you facing in this class?**

- 7. Describe any special learning needs.**

Please initial if tutor may share this information with your instructor _____
(Initial)

TUTORING CONTRACT

**In order to receive tutoring services,
I will agree to the following guidelines and responsibilities:**

- 1. I will fill out and return a tutor evaluation at the end of the semester. I understand that tutoring will not be available to me the following semester if I do not.**
- 2. I will contact the student tutor assigned to me within three days of receiving the assignment.**
- 3. I will come to my tutoring session prepared by completing all assignments, both reading and written. Assignments include both those given by the instructor and the tutor.**
- 4. I will attend all classes for the courses in which I am being tutored in order for tutoring to continue. Tutoring is not a substitute for class attendance. Tutoring will be terminated if I fail to attend class without an appropriate excuse.**
- 5. I will notify my tutor 24 hours in advance if I am unable to attend a session. Only then will I be considered excused from my tutoring session.**
- 6. If I accumulate TWO UNEXCUSED absences, I must meet with the Tutorial Coordinator if I wish to continue working with my tutor.**
- 7. I understand that my tutor is assigned as a study aid and will not be held responsible for grades I receive on any test or in any class. Tutors may guide students through assignments but not actually do assignments.**
- 8. I will contact the Tutorial Coordinator, if I have any problems or concerns regarding tutoring.**

I understand that my tutor, the Tutorial Coordinator or the Director of Academic Support Services might need to contact my instructor. Tutoring works best when there is effective communication.

signature of student

signature of tutor

please print your name here

tutor:tutcontract

