

REQUEST FOR A TUTOR
(to be completed by the person seeking tutoring)

1. Please provide the following information:

NAME _____ DATE _____
(last name) (first name)

ADDRESS _____ PHONE () _____

(city) (state) (zip) Student ID _____

Name of the course that you want tutoring in: _____

COURSE NUMBER _____ INSTRUCTOR'S NAME _____

2. Please indicate below the times you are available to meet with a tutor:

Monday:
(a.m.) _____

(p.m.) _____

Tuesday:
(a.m.) _____

(p.m.) _____

Wednesday:
(a.m.) _____

(p.m.) _____

Thursday:
(a.m.) _____

(p.m.) _____

Friday:
(a.m.) _____

(p.m.) _____

Saturday: (between 9:00 and 1:00) _____

Tutors are normally scheduled to meet with students one hour at a time, either once or twice a week, depending on the student's needs. By providing as many "available" times as possible above, you will help me find a tutor who has some "available" time to match yours. Thanks.

3. Please have your instructor give his or her approval below:

Tutoring will be provided for only those students who attend class regularly and whose attitude toward the class suggests that they will, in fact, benefit from tutoring. The students targeted by this program are those whose class average is "C" or below. Does the student meet these criteria?

yes _____ no

The student has a current class average of: _____

OR

A current class average is not available. However, this student could benefit from tutoring.

Please take a moment to indicate just how much tutoring you think this student needs and in what areas you think the student needs help. (Due to budget considerations, there is a 12-hour limit per student per course.)

Number of hours probably needed: _____

(comments) _____

Can you recommend a tutor (that is, a student that you have had in this course previously or one that you have in class now who understands the material well enough to help another student understand it)? If so, who?

(This student will also have to fill out an application form in the Student Success Center.)

Please be aware that the tutors that we assign are students themselves and not in a position to help fellow students with what might in fact be more serious problems related to learning. If a student has more serious problems than the peer tutoring program is designed to handle, please suggest that the student see one of the Student Success Center faculty to find out what other help might be available.

If after reading the above, you believe the student would benefit from being assigned a peer tutor, please indicate by signing below.

_____ Date: _____
(Instructor's signature)

Please then have the student return this form to the Student Success Center immediately!