TRiO Tutor Request

Directions
1. Provide your contact info and course details below, and then take this application to your instructor.
2. After getting your instructor’s signature, meet with the TRiO director to explain your academic struggles and strategies. The director will then give your form to the program secretary for placement.
3. While waiting to hear from a tutor, use the Tutoring & Learning Center (TLC) so you do not fall behind.

Name: ___________________________________________ SID __ __ - __ __ - __ __ __
e-mail account that you check frequently: _________________________________
Phone number: __ __ - __ __ - __ __ __ __ May we text you? Y or N
Course (ex: MATH 201): ________________________ Instructor: ______________________

Completion of this application does NOT guarantee that a student will be placed with a tutor.

This section to be completed by the instructor

__YES  __NO  Student attends class regularly.
__YES  __NO  Student completes assignments regularly.

STUDENT’S GRADE (Must be after first major assignment/exam) ________________
Instructor signature _______________________________________________________________

This section to be completed by Student

What are you struggling with? (check all that apply)
- Skill Acquisition
- Application of Knowledge
- Pace of Instruction
- Prerequisite Knowledge
- Memorization
- Test Taking
- Time Management
- Reading Comprehension
- Written Expression
Other________________________________________

What strategies are you already employing? (check all that apply)
- Using a planner/calendar
- Reading sections before class that will be covered in class
- Attending class regularly
- Asking questions during class
- Reviewing reading & notes after class
- Completing all homework
- Meeting with instructor
- Informal study group participation
- Formal study group participation
- Using the drop-in tutoring available in Tutoring & Learning Center (Rm 244)

Are you requesting a short-term tutor to fill in gaps/get caught up or a long-term tutor for the remainder of the quarter? ___________________________

Tutoring sessions typically last for one hour, how many times per week are you requesting tutor? ___________________________
This section to be completed by Student

Please mark out times throughout the week that you are UNAVAILABLE to meet with a tutor. We will do our best to schedule tutoring to fit your schedule, however, the more flexible you are, the better chance that we will be able to make a match.

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**TUTORING EXPECTATIONS**

The primary goal of tutoring is to encourage, promote, and foster students' independent learning. A tutor is meant to serve as an extra resource for students who are already doing all of the things that they are supposed to do and who need something extra.

**Student Responsibilities**

Attend class every day. The tutor should not be offering supplemental instruction.

Attempt EVERY homework problem BEFORE you meet with your tutor. The tutor should not be watching students do their homework, and students should NEVER be saving their homework to do with their tutor.

Have a list of questions/problem areas to discuss with the tutor.

**It is your responsibility to contact the tutor as soon as possible if you cannot meet at the scheduled time.** Missed appointments may result in the loss of tutoring privileges for the remainder of the quarter.

Continue to use other learning resources such as study groups, TLC, and faculty office hours.
Students should not request a tutor if they are frustrated because their homework is taking too long and they just need someone to sit with them so that they can get through the problems more quickly. There is no right or wrong amount of time to spend working on homework and studying. If a student is unable to spend the time required to be successful in a course, he/she may be misplaced or may need to take fewer credits. Remember the tutor is not supposed to provide supplemental instruction nor encourage student dependence.

Tutor Responsibilities

Attend required tutor training and participate in tutor/tutee evaluation.

Assist students with the study skills required to be successful such as how to use their textbook effectively and how to improve their note taking.

Be prepared to answer questions that the student brings to them. If they can’t figure out the answers during one session, they should use the time between sessions to find answers when possible.

Remind students of appropriate vs. inappropriate use of tutor session time (see Tutor handbook/training).

Encourage students to use other learning resources such as study groups, TLC, and faculty office hours.

This section to be completed by TRiO Program Director

YES NO Student is a member of the TRiO Program.

YES NO Student has been advised of alternative support services.

YES NO This student will benefit from the assignment of a one-on-one tutor.

TRiO Director Signature ____________________________________________________________

This section to be completed by TRiO

Submission Date:_______________________________________________________________

Tutor’s name:_______________________________________________________________

Placement date:____________________________________________________

Time /Date for Introductory Meeting:___________________________________________

OR reason for unsuccessful placement:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Revised October 2016 lh