

# McNeill/SASC Math TUTOR REQUEST FORM

By filling out the Tutor Request Form on the next page, you are requesting a tutor because:

- Your SASC Math Instructor supports you having an individual tutor.  
-and-
- You have been to several math office hours each week and still need more help.  
-or-
- You have a schedule conflict and cannot make it to *any* office hours.

## **TUTORING GUIDELINES**

### Your responsibilities as a tutee

- Obtain the contact info of your tutor.** An additional contact person is the *SASC Math Tutor Coordinator*. (contact: \_\_\_\_\_)
- Verify your attendance to at least 2 Math Office Hours per Week.** Tutoring is made available as a supplement to other existing resources, office hours in particular. You will not be able to keep your tutor unless you sign in the **Office Hour Attendance Book** for each hour you attend and ensure an IA signs next to your name. Your twice-weekly attendance will be confirmed every week by the *SASC Math Tutor Coordinator*.
- Communicate with your tutor.** Provide your tutor a copy of your syllabus and current assignment sheet in advance so s/he can be prepared to assist you.
- Show up and be on-time for your tutoring appointments.** If you cannot make it, call your tutor or the *SASC Math Tutor Coordinator*. You will be denied further tutoring if you no-show twice (without advanced notice to your tutor).
- Come prepared.** Have your homework attempted, summarize your lecture notes, try the book examples, and write down specific questions you have. At the beginning of a session, let the tutor know what specific problem or topic you want to work on. If you do not bring work or demonstrate that you prepared for the session, the tutor will not continue the session.
- Tutoring is just one resource you should use.** You can only get so much out of one hour of tutoring. Be sure you maximize the use of this time by preparing as above and expect to continue to work outside of the tutoring session to complete your understanding of material. Doing homework with classmates and attending Winning at Math Workshops are great ideas.
- Set a goal for your next tutoring session.** Make sure you leave each session with clear understanding of what else you should work on at home.

Once your Tutor Request Form is approved by the *SASC Math Tutor Coordinator*, your tutor will contact you within 2 days.

-- TUTEE: PLEASE TEAR OFF AND RETAIN THIS PAGE --

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Tutor Request Form begins on next page.**

Staff Only.

# McNeill/SASC MATH Tutor Request Form

Semester/Year:

Be sure to **read, remove, and keep the Tutoring Guidelines** so you know your responsibilities as a tutee. Fill out and submit this form (both sides) to the SASC Math Tutor Coordinator.

Name \_\_\_\_\_

SASC Math Course \_\_\_\_\_

Email \_\_\_\_\_

Instructor \_\_\_\_\_

Phone Number \_\_\_\_\_

*"I support this student receiving an individual tutor."*

Instructor Signature \_\_\_\_\_

→ I need help with the following ( check all that apply)

- Study and learning strategies
- Understanding my learning style, and how to work with the instructional approach of my professor
- Preparing for class
- Learning to read and understand the material
- Learning to read, interpret and understand the language of this discipline
- Synthesizing reading and understanding concepts
- Synthesizing lecture and understanding concepts
- Test preparation
- Time management
- Problem sets/homework
- Knowing what I should study
- Knowing how deeply I should understand material
- Other \_\_\_\_\_

→ I work best ( and have been most successful) in classes, and with assignments when they are:

→ I comprehend and understand best when material is presented:

→ I am currently doing the following (check all that apply; if you are NOT doing any of the below, explain):

- Attending class
- Completing assigned reading
- Completing assigned homework
- Attending professor office hours
- Attending TA office hours
- Studying with my peers
- Reading/Using CULearn
- Other \_\_\_\_\_

Explanation:

→ I need tutoring in addition to office hour use because:

**Verifying your Office Hour Use:** Tutoring is made available as a supplement to other existing resources, office hours in particular. You will not be assigned a tutor unless you list current office hour use. (If you cannot make ANY office hours, talk to the *SASC Math Tutor Coordinator* about the conflict; you MAY be granted a waiver of the office hour use policy.)

→ Please fill out the schedule below:

- Put an “**X**” in the spaces corresponding to times **you are available** for tutoring.
- Put “**OH**” in the spaces you are currently using **Office Hours**
- You will not be able to use a tutor during regularly scheduled office hours unless a special circumstance is approved by the math tutor coordinator.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8 - 9					
9 - 10					
10 - 11					
11 - 12					
12 - 1					
1 - 2					
2 - 3					
3 - 4					
4 - 5					
After 5*					

\*Please indicate exact times

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STAFF USE ONLY:

Date Received	Received by	Tutor Assigned	Room/Time