Tutor Request Form

ACCESS

ΘFor Office Use Only

- *Θ Date received* _____
- *Θ Tutor* _____
- Θ *Tutor ID #* _____
- Θ *Date assignment sent out* _____
- Θ ΘΘΘΘΘΘΘΘΘΘΘΘΘΘΘΘΘΘΘΘ

Name _____

Geneva ID# _____

Phone Number _____

Cell Phone Number _____

Box Number _____

E-mail Address _____

College Major _____

For which course are you requesting a tutor?

_____

Department Course Number Professor

Briefly describe the difficulties you are having in this class:

_____

Π*To the student requesting a tutor:*

Tutoring (**one hour per week per course**) is a service provided to eligible students at no charge. At your first tutoring session, you will be asked to sign a tutoring partnership contract indicating that you agree to participate as an **active** partner in this relationship.

You are responsible to

- X bring books, notes, and returned assignments and tests to each session
- X read assigned chapters before each meeting
- X do as many problems as you can
- X **attend all classes and take complete notes**
- X talk with your **professor** when you have questions
- X try tutor=s suggestions for learning modifications (demonstrate teach ability)
- X analyze what you know and do not know
- X bring questions that come up while studying
- X attend all scheduled tutoring sessions

Tutoring will be effective when both partners fulfill their responsibilities. If you have concerns about your partnering relationship, speak with a staff member in the ACCESS Office.

Π*To the professor of the student requesting a tutor:*

The ACCESS Office expects that the student who is requesting a tutor has discussed the perceived need for this assistance with you. Students who request tutoring assistance should continue to seek the assistance and counsel of their professor.

1. Do you agree that the requesting student can benefit from tutoring assistance? Yes No

2. Please make any suggestions as to what kind of work would be most beneficial.

Signature _____ Date_____

Note: You will be notified as soon as a tutor is assigned by campus mail. You can expect the tutor to contact you concerning the course and the student. When we become aware of tutoring partnership changes during the semester, we will notify you. Feel free to contact Debbie Cashdollar, ACCESS Tutor Program Coordinator, (x5005) or djcashdo@geneva.edu if you have any problems or questions.