

# Tutor Request Form

Date: \_\_\_\_\_ Semester Requesting a Tutor for: \_\_\_\_\_

Name: \_\_\_\_\_

Class: \_\_\_Freshman\_\_\_ Sophomore \_\_\_Junior \_\_\_Senior

Intended Major: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Course Name and Section you're requesting help with: \_\_\_\_\_  
*(Please fill out a form for EACH class you would like a tutor for.)*

Instructor: \_\_\_\_\_

Please indicate hours and times **YOU ARE AVAILABLE** to meet with a tutor:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00AM					
10:00AM					
11:00AM					
12:00PM					
1:00PM					
2:00PM					
3:00PM					
4:00PM					
5:00PM					

**Problem Areas (check all that may apply):**

- \_\_\_\_\_ I have trouble understanding the readings.
- \_\_\_\_\_ I have trouble managing time.
- \_\_\_\_\_ I have trouble taking notes in class.
- \_\_\_\_\_ I have trouble taking notes from the textbook.
- \_\_\_\_\_ I have trouble taking multiple choice or true/false tests.
- \_\_\_\_\_ I have trouble writing essays.
- \_\_\_\_\_ I have trouble preparing for tests.
- \_\_\_\_\_ I have trouble with course content.

*Please identify the content that you are having difficulty with:*

## Tutor Request Form

Have you spoken or communicated with your instructor about the difficulties you have had?

Yes       No

Is this the first time you've taken the course?

Yes       No

On average, how much time do you spend studying or doing homework for this course?

0-3 hrs/wk.     4-6 hrs/wk.     7-8 hrs/wk.     10+ hrs/wk.

How many credits are you currently taking? \_\_\_\_\_

Are you currently working?     Full Time     Part Time

Do you need a one time session or a reoccurring tutor session? \_\_\_\_\_

Would you prefer to work one on one with the tutor or in a group setting? \_\_\_\_\_

Who referred you to the Academic Support Center?

Self       Friend       Instructor       Advisor       Other

As a student seeking tutoring, I commit to the following:

I will be here on time.

I will come prepared with books, notes, homework assignment, etc..

I will attend class and take notes.

I will work on my own as much as possible outside of the session.

I will come prepared with specific questions or things to work on.

I will communicate with my professor.

I will notify the tutor or Academic Support Center if I am unable to attend my session.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions please contact:  
Administrative Assistant - Natasha Rabideau  
Interior Design Building  
(518) 292-1764  
Kahl Campus Center Lower Level