

TUTORING REQUEST FORM

Please fill out this form completely, legibly, and accurately.

Part 1

Name: _____ Date: ___/___/___

Email: _____@_____ Phone: (____) _____

*Please note that **email is the primary form of communication** from the office.*

Part 2 Requesting tutor for:

(ex: Course Number: Math 100 Instructor: Smith) up to 3 subjects

Course Number: _____ Instructor: _____

Course Number: _____ Instructor: _____

Course Number: _____ Instructor: _____

Time preference: ___ Morning ___ Afternoon ___ Evening ___ None

How often would you prefer tutoring? (once a week, twice, etc.) _____

Notification of your tutoring will be via email.

Courses/subjects eligible for tutoring:

- Math (Math 090 to 205)
- Foreign Lang. (101 to 202)
- Chemistry (101 to 302/308)
- Biology (103 to 215)
- Accounting (201 to 302)
- Physics (101 to 212)
- Ajus/Psyc/Soci 203 & 303

Requests in other courses may be made but availability is limited.

Part 3

Fill out schedule **thoroughly**, indicating all classes, work, athletics, commuting, etc.

TIME	Monday	Wednesday	Friday		TIME	Tuesday	Thursday
8:00-8:50					8:00-9:15		
9:00-9:50					9:30-10:45		
10:00-10:50					11:00-12:15		
11:00-11:50					12:30-1:45		
12:00-12:50					2:00-3:15		
1:00 -1:50					3:20-4:35		
2:00-2:50					4:40-5:55		
3:00-3:50					6:00-8:45		
4:00-4:50					Additional Information:		
5:00-5:50							
6:00-8:45							

Part 4: Please read and sign a copy of the Tutoring Policy & Responsibilities on the back of this form.

Tutoring Policy & Responsibilities

A copy of this form may be found at www.uvawise.edu/tutor

Before the Tutor Session:

1. **Read all assigned material.** Study your textbook and notes.
2. **Attempt all homework assignments.** *Do not come with "Cold Homework!"*

For a Successful Tutor Session:

1. Always bring your textbook and your notes from lectures, along with other materials.
2. Expect to be actively involved in working problems and discussing class material.
3. Ask the tutor to re-state or re-explain anything that you did not understand. Don't fake it. This is your time to become very clear about the course material.
4. Be on time for sessions. Notify office or tutor if you will be late. (see Policies below)

Between Tutor Sessions:

1. Continue to attend **all** class sessions. This is required!
2. Continue to read, attempt to complete all assignments, and write down questions that you want to discuss with your tutor.
3. Use other resources such as your professor's office hours or study groups from class.

Policies:

1. Email is the primary form of communication and must be checked daily for updates.
2. A student must be enrolled in the class at UVaWise for which he/she requests tutoring.
3. Although every attempt to fill each request will be made, there is no guarantee that all requests will be filled. Requests may take up to **two weeks** to fill based on schedules and availability.
4. Requests will be dropped three days after the third contact/confirmation attempt.
5. Tutors and tutees are expected to work with all persons without bias or prejudice. Only in extreme cases of conflict will referrals be made.
6. Students and tutors are expected to keep the Academic Coordinator informed of any issues concerning the tutoring sessions (absences, conflicts, participation, etc.)
7. Tutors are not required to work with students beyond scheduled appointments. Tutors and the Academic Coordinator must agree on any additional services.
8. Total tutoring hours per week are limited to scheduled sessions due to budget restrictions. Students will not "invite" themselves into other tutoring sessions.
9. All tutoring should take place in the Tutoring Center or Writing Center unless otherwise approved.
10. To cancel a session, the tutee should notify the tutor at least **24 hours** before the scheduled session. Tutors must also show the same courtesy. In case of an emergency, please notify staff as soon as possible so tutors/tutees do not show up for a cancelled session. It is wise to exchange contact information with tutor.
11. Tutoring *can* be **terminated** after two "no-shows", repeated cancellations, or no response.
12. Under no circumstances should students ever ask or expect a tutor to complete any work for them in accordance to tutoring and College policy.

Remember:

Tutoring is NOT a substitution for class attendance & participation. You MUST be attending class to receive tutoring. Also, tutors are not miracle workers. It's EASIER to keep up than to catch up!

Be patient with scheduling and group sessions. Tutoring is a free service and is conducted on a first-come, first-served basis.

A Final Important Word: Our resources are very limited! Cancellations and "no-shows" are a problem. Please be considerate of your tutor and your fellow students. **Don't be a "no-show"!**

I have read and understand the policy. _____

Date: _____