



# Academic Resource Center Peer

## Tutor Request Form:

PLEASE NOTE: All tutoring requests will be screened by the Academic Resource Center.

Once you are assigned a tutor please contact him/her within 24 hours to schedule a session. All tutoring sessions must take place in the Academic Resource Center or Eden Library.

### PART ONE: GENERAL INFORMATION (Please Print Legibly)

Name \_\_\_\_\_ Major \_\_\_\_\_

Student ID Number \_\_\_\_\_ Freshman Sophomore Junior Senior Grad

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### PART TWO: SPECIFIC TUTORING REQUEST

Please list the course prefix, number, and title, and the instructor's name for each course you are in need on tutoring. Please DO NOT list all of your classes.

COURSE PREFIX TITLE INSTRUCTOR

Course: \_\_\_\_\_

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

Course: \_\_\_\_\_

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

(Example) PHL 103 A Introduction to Philosophy Dr. Healy

## Student (Tutee) Agreement

1. I will contact the tutor within three (3) days of receiving my tutoring assignment.
2. I will attend class; I realize that tutoring is not a substitute for class attendance.
3. I will strive to be prepared and take the necessary materials to my tutoring sessions.
4. I will be ready to review my class notes and have any homework completed that I should have attempted on my own.
5. I will strive to be motivated to learn and not expect the tutor to do the work for me.
6. I will strive to give the tutor my full attention.
7. I will be prepared to work for at least a full 30 minutes.
8. I will ask for clarification when I do not understand something.
9. I will show respect for the tutor and expect the same in return.
10. I expect a tutor who is able to assist me in understanding the materials. If I have any concerns, I will bring them to the attention of the Academic Resource Center immediately.
11. If I am unable to make a session, I will notify my tutor within at least 24 hours.
12. I understand that if I miss two tutoring sessions, my tutoring privileges will be revoked for the remainder of the semester. I also understand that arriving more than 15 minutes late is equivalent to missing a session.
13. If, during the course of the semester, I decide to drop or withdraw from the class in which I am being tutored, I will notify both my tutor and the Academic Resource Center. Also, if for any reason I decide to stop using tutoring services, I will notify both my tutor and the Academic Resource Center.

**I understand that this is only a request, and that the Academic Resource Center will notify me to contact a tutor.**

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Student Signature    Date

FOR OFFICE USE ONLY

Course: \_\_\_\_\_ Tutor: \_\_\_\_\_

\_\_\_\_\_ Date Matched \_\_\_\_\_

E-Mail Student \_\_\_\_\_ E-Mail Tutor \_\_\_\_\_ Hardcopy \_\_\_\_\_ Database \_\_\_\_\_ Folder \_\_\_\_\_