**STUDENT CONTRACT FOR TUTORING**

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

 **Print**

**Objectives of Grayson College’s Tutoring Services – Students will demonstrate progress toward:**

1. **Increased understanding of the content matter in the course being tutored**
2. **Increased knowledge and use of effective classroom learning strategies**
3. **Increased independence as learners**

**Peer tutors are provided based upon availability of qualified students. Tutoring Services cannot be held responsible if, after an adequate search, no qualified tutor is available. In order for your tutor to serve you and other students, the following procedures are required. Please read each item and sign below.**

1. **Tutoring sessions are scheduled for 1 hour/week on the same day/time every week. I will stay for the full hour.**
2. **I will attend my scheduled tutoring session each week.**
3. **I will be on time for my scheduled tutoring session. Both tutors and tutees are asked to wait only 15 minutes for the other to arrive.**
4. **I will come prepared to ask specific questions about course content.**
5. **I will attend class regularly and attempt the homework before coming to the tutoring session. Tutoring is intended to supplement classroom instruction.**
6. **I will bring all books, notes, and other related materials to the tutoring sessions.**
7. **All sessions are held in the Tutoring Center unless resources in another campus facility are required. Moving sessions to another location must be approved by the Tutoring Coordinator.**
8. **I am expected to attend all scheduled tutoring sessions. To have an excused absence, I will notify the Tutoring Coordinator (903-463-8751) at least 24 hours in advance; failure to notify is an unexcused absence and will result in the loss of my tutoring privileges for the rest of the semester. Please initial \_\_\_\_\_**

**Yes\_\_\_ or No\_\_\_ I give my permission for notifying my professor of tutoring in this course.**

I understand my responsibilities for use of Tutoring Services and agree to comply with the above policies. I understand that tutoring privileges for the semester may be lost, when notice of absence is not given.

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

**Put the following contact information in your phone:**

 **Voice mail - 903-463-8751**

 **Text messages - 580-916-0186**

 **Email messages - hodgej@grayson.edu**

**TUTOR REQUEST FORM**

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COURSE NAME AND NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PROFESSOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MAJOR \_\_\_\_\_\_\_\_\_\_

CAMPUS: MAIN \_\_\_\_\_ SOUTH \_\_\_\_\_

THE 2 **BEST** WAYS TO CONTACT ME ARE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CELL PHONE: TEXT MESSAGES? YES / NO OTHER PHONE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT EMAIL ADDRESS

What grade do you expect to make in this course WITHOUT tutoring assistance? \_\_\_\_\_

* On the chart below, write “F” (free) in all time slots available for tutorial assistance. Note: The more available time slots, the easier it will be to match your time with a tutor’s time.
* If your class lets out at 15 minutes after the hour, you are not free during that hour. Example: If your class is scheduled to meet until 9:15AM, you are free at 10:00AM.

**Tutoring is subject to availability of tutors.**

**To confirm your tutoring session, contact the Tutoring Coordinator at hodgej@grayson.edu.**

**Fall and Spring hours:**

Main Campus: Mon–Thurs 8:00A–8:00P, Fri 8:00A–4:00P

South Campus: Mon–Thurs 8:00A–4:00P, Mon and Thurs 5:00–8:00P, Fri 8:00A-2:00P

**Summer hours:** To be determined

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:00-9:00 |  |  |  |  |  |
| 9:00-10:00 |  |  |  |  |  |
| 10:00-11:00 |  |  |  |  |  |
| 11:00-12:00 |  |  |  |  |  |
| 12:00-1:00 |  |  |  |  |  |
| 1:00-2:00 |  |  |  |  |  |
| 2:00-3:00 |  |  |  |  |  |
| 3:00-4:00 |  |  |  |  |  |
| 4:00-5:00 |  |  |  |  |  |
| 5:00-6:00 |  |  |  |  |  |
| 6:00-7:00 |  |  |  |  |  |
| 7:00-8:00 |  |  |  |  |  |

**For Office Use: Tutor \_\_\_\_\_\_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Date received \_\_\_\_\_ Date assigned \_\_\_\_\_**

**Absences \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_ Cancellation notice – date \_\_\_\_\_ email / letter / text**