MAIN CAMPUS MATH TUTOR REQUEST FORM – Summer Semester

Name _____ ID# _____ Date _____

Course To Be Tutored _____Course #_____ Instructor _____ MAJOR _____

Street Address _____ City _____ State ___Zip _____

What are the two best ways to contact you? *Please print clearly.*

_____/_____/_____
Cell phone : TEXT MESSAGING: YES / NO   Home phone   Other phone

_____   **Main Campus   /   South Campus***
              Current email address   Circle Preference

Subject to availability of tutors

What grade do you expect to make in this course WITHOUT tutoring help? _____

- 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 over at 9:15, you are free at 10 at the earliest.

To confirm tutoring, contact Logan Maxwell, Math Hub Coordinator, 903-415-2646 or 903-227-5333.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-9:00					MATH
9:00-10:00					HUB
10:00-11:00					CLOSED
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: Tutoring Schedule: Tutor _____Day _____ Time _____ Date Assigned _____

Dates of absences/Reason for absences _____, _____, _____

Cancellation notification – for unexcused absence: Date _____ E-MAIL / TEXT / LETTER

OVER →

STUDENT CONTRACT FOR MATH TUTORING

Name: _____
<div align="center">(Print)</div>

Objectives of GC'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 and initial each item and sign below:

_____ I will attend my scheduled tutoring session each week.

_____ Tutoring sessions are scheduled for one hour on the same day at the same time each week. I am expected to stay for the entire length of time scheduled for the session.

_____ I am expected to come to the session prepared to ask specific questions about subject matter. Attendance is expected whether or not homework is assigned. If I have just taken a test, I will be prepared to review subject matter that was difficult on the test.

_____ I am expected to attend all scheduled tutoring sessions. To have an excused absence, I will notify the Math Hub Coordinator (903-415-2646 or 903-227-5333) <u>at least 24 hours in advance</u>; failure to notify is an unexcused absence.

_____ Punctuality is expected for both me and my tutor. Both are asked to wait for <u>only 15 minutes</u> for the other to arrive.

_____ I am responsible for doing homework before coming to the tutoring session. Tutoring is intended to supplement classroom instruction.

_____ I will bring all books, notes, and other related materials to tutoring sessions.

_____ All sessions are held in the Math Hub (SC114) unless resources in another campus facility are required. Moving sessions to another location must be approved by the Math Hub Coordinator.

Yes_____ or No_____ I give my permission for notifying my instructor 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 _____ _____
<div align="right">Staff Initials</div>

Put the following phone numbers in your phone: Voicemail 903-415-2646 or Text 903-227-5333.
Email messages to: maxwelll@grayson.edu