

# REQUEST FOR TUTOR

Mr.  Mrs. Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do we have your permission to give your phone number to your tutor?  Yes  No

Course Title & Number: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_  
(FOR MATH 800 YOU **MUST** SPECIFY LEVEL)

What is your current average in this course? \_\_\_\_\_ Instructor's Office Location & Extension: \_\_\_\_\_

Have you requested a tutor this semester in another subject?  Yes  No

Are you enrolled in the TRIO Program?  Yes  No

*As part of supporting your work in the classroom, the faculty member will receive a written notification of your working with a tutor and reports of your progress throughout the semester. Faculty members are very supportive of the Tutorial Services Program and the students who use this service.*

<ul style="list-style-type: none"> <li>Please circle the times when you are free to be tutored.</li> <li>Do NOT mark times you have class or cannot meet.</li> <li>Not providing sufficient number of hours of availability may result in delays.</li> <li>Allow a minimum of one week to be matched with a tutor.</li> </ul>						I request tutoring: <input type="checkbox"/> Main Campus, Pittsfield <input type="checkbox"/> SCC, Great Barrington
MONDAY	TUESDAY		WEDNESDAY	THURSDAY		FRIDAY
8-9	8-9	8:30-9:30	8-9	8-9	8:30-9:30	8-9
9-10	9-10	9:30-10:30	9-10	9-10	9:30-10:30	9-10
10-11	10-11	10:30-11:30	10-11	10-11	10:30-11:30	10-11
11-12	11-12	11:30-12:30	11-12	11-12	11:30-12:30	11-12
12-1	12-1	12:30-1:30	12-1	12-1	12:30-1:30	12-1
1-2	1-2	1:30-2:30	1-2	1-2	1:30-2:30	1-2
2-3	2-3	2:30-3:30	2-3	2-3	2:30-3:30	2-3
3-4	3-4	3:30-4:30	3-4	3-4	3:30-4:30	3-4
4-5	4-5	4:30-5:30	4-5	4-5	4:30-5:30	
5-6	5-6		5-6	5-6		
6-7	6-7		6-7	6-7		
7-8	7-8		7-8	7-8		

I grant this office permission to leave a message regarding my tutorial appointment at the above telephone numbers.  
 I have read, understand, and promise to abide by the attached Absentee Policy. **PLEASE TAKE POLICY WITH YOU.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICE USE ONLY

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

Beginning Date: (Day): \_\_\_\_\_ Time: \_\_\_\_\_

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

Beginning Date (Day): \_\_\_\_\_ Time: \_\_\_\_\_

## **Tutorial Services Program Absentee Policy, Additional Rights and Responsibilities**

### **Tutee Absentee Policy**

- **You are expected to arrive for all sessions on time**, to sign the daily "Sign-In Sheet," and to meet at the assigned time, for the entire semester, unless you have notified your tutor that you no longer need the assistance. Please note tutors are only required to wait ten minutes for you.
- **You are required to notify your tutor to cancel an appointment no later than two hours prior to your appointment time.** If you are unable to reach your tutor to cancel, please call the Tutorial Center at (413) 236-1650 or (413) 236-1652 to cancel. When you reach the Tutorial Center's answering machine, you must leave your name, the name of your tutor, and the day and time of the scheduled appointment you wish to cancel. Messages can be left at any time of the day or night.
- **You will receive an absence if you call too late or do not call at all.** Please keep track of all absences and note that two absences constitute termination of tutorial privileges for this course for the present semester. You may request an appeal by contacting the Coordinator of the Tutorial Center within three days of receiving a termination notice.

### **Tutor Absentee Policy**

- **You are expected to arrive for all sessions on time**, to sign the daily "Sign-In Sheet," and to meet at the assigned time for the entire semester.
- If you arrive for the session, wait ten minutes, and your tutee does not show, see the staff of the Tutorial Center. You then must sign your tutee's name on the daily "Sign-In Sheet" and fill out the "Tutor Log" noting on both that the tutee was a no show or a last minute cancellation. You will be paid for one half-hour by recording this time on your "Time Sheet."
- If you receive a cancellation notification prior to the time of the session, you will not be paid; however, if the message was not received and you arrive for the session, you will be paid.
- If an unforeseen absence or a previous appointment requires you to cancel your session, you are expected to make-up the session at a mutually agreeable time. Try to avoid scheduling appointments that will conflict with your tutorial sessions. **Your tutees depend upon you.**
- **Tutors' absences are monitored and excessive absenteeism will result in program dismissal.**

### **Tutor and Tutee Additional Rights and Responsibilities**

- To come prepared for the session. Tutees should bring their textbook, course notes, and any questions they may have for the tutor. Tutors should consult the course syllabus in order to be familiar with the current course material.
- To limit time spent on homework to clarification and discussion of concepts or to demonstrate a similar problem. In addition, do not work on any take-home exams, final papers, and final projects.
- To consult the staff about receiving additional hours of tutoring per week.
- To notify the staff if you are concerned about the effectiveness of your tutorial sessions.
- To notify the staff if you are dropping out of the Tutorial Services Program.
- Tutors and tutees have the right to terminate their contract with each other due to excessive absenteeism, tardiness, or lack of preparation for the sessions. Please see the Coordinator.