

# To Request Tutoring Services

## **Tutoring IS:**

- A good way to get help
- A confidence-builder
- Supportive
- Free
- About building your skills
- A commitment

## **Tutoring IS NOT:**

- A substitute for going to class
- A guaranteed higher grade
- A substitute for talking with a professor
- An easy way to get answers
- Shameful or embarrassing
- A waste of time for you or your tutor

### **1. Class Attendance is Required**

Consistent class attendance is required of students who receive tutoring. Tutors do not replace the instructor; if you miss a class, the tutor cannot “fill you in” on what was missed. LSS may periodically check with your instructor to verify your attendance in class.

### **2. Talk to Your Instructor**

Discuss difficulties with your instructor before seeking tutoring, and ask for his - her aid during office hours. They are there to help you. Instructors are contacted by the tutor or the Tutorial Coordinator to request insight on the lesson or a recommendation of a possible tutor.

### **3. Active Learning Sessions**

Tutoring sessions are meant to be active. Tutors do not do or watch you do your homework. If you are having a problem with a math assignment the tutor will explain the process to you with other problems of the same type. It is your responsibility to come to each tutoring session prepared with questions - issues ready to ask your tutor. Bring your books, notes, and a copy of your class syllabus to every tutoring session. Your tutor will also help you develop effective study skills to improve your coursework.

### **4. Cancelling Tutoring Sessions**

It is very important to exchange contact information with your tutor on the first day. If you have to miss or change a session, contact your tutor and the Tutorial Coordinator at least one hour prior to the scheduled session. All contact information should remain confidential between you and your tutor. If you cannot contact your tutor or if you decide you no longer need tutoring you are required to inform the Tutorial Coordinator at 231-348-6693 within one hour of the scheduled appt.

### **5. Session Attendance Policy**

If you miss a session or don't notify your tutor and the Tutorial Coordinator on two occasions, LSS has the right to terminate future sessions. LSS will discuss with you the possibility of getting another tutor. If this happens with two tutors, you will be prohibited access to tutoring services for the rest of that semester.

### **6. Session Length**

Sessions are usually limited to one hour - week - course with a tutor. You may request an exception for more time based on needs, please discuss this with the Tutorial Coordinator.

### **7. Availability**

Every effort is made to expedite requests for tutors, however, certain circumstances such as schedule incompatibility or lack of an available tutor may delay or make tutoring services unavailable. The tutorial coordinator will contact you within 3 days to inform you of the status of your request or to notify you of when a meeting has been scheduled. LSS will not fulfill new tutoring requests submitted after week 12 of the semester.

# Time Grid for requesting a Tutor

PLEASE PRINT

Your Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Subjects requested: \_\_\_\_\_

Phone # \_\_\_\_\_ Student I.D. # \_\_\_\_\_ e-mail: \_\_\_\_\_

*Please draw blocks around the hours you could meet; the more times I have to work with the sooner I can match you with a tutor. It helps to include your class, study and work times as well.*

HOURS:	MONDAY	TUESDAY	WED	THURS	FRIDAY	SAT	SUN
8:00 - 8:30							
8:30 - 9:00							
9:00 - 9:30							
9:30 - 10:00							
10:00 - 10:30							
10:30 - 11:00							
11:00 - 11:30							
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7:30 - 8:00							
8:00 - 8:30							
8:30 - 9:00							
9:00 - 9:30							
9:30 - 10:00							

I have read and agree to the conditions listed on page 1 regarding tutoring services.

Signature: \_\_\_\_\_