

TUTOR TIME REPORT FORM

ADVISING AND LEARNING ASSISTANCE CENTER

Sage 2106 - 276-6269

TUTOR'S NAME _____ DATE ____/____/____

SSN # _____ COURSE TUTORED _____

START TIME _____ END TIME _____

TUTEE'S NAME _____ SS# _____

TUTEE'S NAME _____ SS# _____

TUTEE'S NAME _____ SS# _____

PLEASE NOTE THE FOLLOWING RULES FOR TUTORING

ONE-ON-ONE SESSIONS LIMITED TO 1 HOUR PER WEEK FOR EACH COURSE
GROUP SESSIONS LIMITED TO 1 HOUR PER PERSON WITHIN GROUP UP TO 3
NO OPEN TUTORING FOR SI (SUPPLEMENTAL INSTRUCTION) COURSES

(CHECK WITH STAFF FOR A LIST OF SI COURSES & SESSION DATES)
ANY HOURS SUBMITTED OUTSIDE THESE RULES WILL BE TREATED AS
VOLUNTEERED TIME UNLESS AUTHORIZED BY LEARNING SKILLS SPECIALIST