

TUTOR TIME REPORT FORM

ADVISING AND LEARNING ASSISTANCE CENTER
Sage 2106 - 276-6269

TUTOR'S NAME _____
Last First

SSN # _____ COURSE TUTORED _____

SESSION DATE ____/____/____ START TIME _____ END TIME _____

TUTEE'S SIGNATURE _____ SS# _____

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PLEASE NOTE THE FOLLOWING RULES FOR TUTORING

- ONE-ON-ONE SESSIONS LIMITED TO 1 HOUR PER WEEK FOR EACH COURSE
- GROUP SESSIONS LIMITED TO 1.5 HOURS PER WEEK FOR EACH COURSE
- NO OPEN TUTORING FOR SI (SUPPLEMENTAL INSTRUCTION) COURSES
- TIME SHEETS MUST BE SUBMITTED WITHIN A TWO WEEK PERIOD FROM SESSION DATE

(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