



Small Group Tutoring Request

Instructions: Please complete and return to the Student Success Center Welder- Lower Level. Incomplete applications will **not** be accepted. Students applying for a small group tutor will be matched up with people in the same class with the same instructor. You will be matched in a group based on common times you can meet for sessions. Please **check your email** for updates on your tutoring request. Contact Anne Hook at amhook@umary.edu or 355-8248 with any questions.

Name: _____ **UMary ID#:** _____ **Date:** _____

Class: Fr ☐ So ☐ Jr ☐ Sr ☐ Grad ☐ Transfer ☐ Non-degree ☐

Athlete: No ☐ Yes ☐

If yes, which sport? _____

Need Help In: _____ / _____ **Instructor:** _____
Subject Course #

UMary Email: _____ **Cell Phone #:** _____

	Course #1
Current grade in the class	
Have you taken course before, if so what grade did you receive?	
How many times have you been absent from the class?	
What are your test scores for the class?	
What are your quiz scores for the class?	
Outside of class, how much time do you currently study this subject?	

What days and times are you available for tutoring?

Do you have a small study group of 3-5 formed already and just need a tutor? No ☐ Yes ☐

If yes, please have each member write their name and sign their consent/commitment to this group.

Member 1: _____
Member 2: _____
Member 3: _____
Member 4: _____
Member 5: _____

My signature below certifies the information placed on this request for tutorial assistance is true and correct to the best of my knowledge. I authorize the Student Success Center to share the information on this form with my assigned tutor(s).

Student Signature

Date

Office Use Only ____ Tutee List ____ Assigned Rev 8/18



Tutorial Guidelines and Responsibilities

INTRODUCTION

Our peer-tutoring program is not geared for students who are averaging and consistently performing in the “B” and “A” ranges, unless approved by the Student Success Center. **If you are in this above average range and feel you need extra help we strongly recommend that you participate in the walk-in Tutor Center, dorms study group program, or seek assistance from the instructor.**

The University of Mary offers a peer tutoring program, meaning students provide the tutorial assistance. Peer tutors are required to pass the course with an “A” or “B” or are currently passing the course with an “A” or with an instructor’s recommendation. If a tutor is not available, the Student Success Center will place ads in the daily bulletin, contact instructors for new tutor recommendations, and contact students who would be qualified to tutor the subject based on past or current performance in the class.

GUIDELINES AND RESPONSIBILITIES FOR STUDENTS RECEIVING TUTORIAL ASSISTANCE

It is critically important that a student contact their tutor as soon as possible to establish fixed meeting times and locations. Keep in mind that tutors are students also and establishing regular meeting times will help to ensure that tutoring will be as successful as possible. Tutoring is not a homework session so **please don’t expect your tutor to do your homework for you.** Your tutor is only responsible for explaining and helping you with material you don’t understand. As a student you are required to have your course material read, homework as complete as possible, and questions ready for your tutor. You must be regularly attending class to receive and maintain tutorial assistance. If your attendance in class becomes irregular, future tutorial assistance may be jeopardized. Tutorial assistance may also be jeopardized if you do not regularly use your tutor and/or you have missed scheduled tutorial sessions without notifying your tutor beforehand. **After 2 missed scheduled tutorial sessions (“no call, no show”), tutorial services will be discontinued.**

It is your responsibility to notify the Student Success Center as soon as possible for the following reasons:

- Your tutor cannot regularly meet with you because of schedule conflicts.
- You feel your tutor is not helping you or you would like another tutor.
- Your tutor is being dishonest on the time sheets (please note that when you sign the timesheet you are agreeing that the time listed for tutoring is accurate).
- Your tutor is offering you less tutoring per week than you feel you need (you are authorized up to 2 hours per week per course unless additional hours are approved by the Student Success Center).
- Your grade improves to an “A” or “B”
- You have dropped the course or you feel you no longer need tutoring.

LOSS OF TUTORIAL PRIVILEGES

A student’s tutorial privileges may be suspended for inappropriate behavior occurring during and/or in relation to tutorial services. Examples of inappropriate behavior include, but are not limited to the follow:

- Asking the tutor for a date
- Purchasing gifts for the tutor
- Uninvited telephone calls, letters, visits or e-mails unrelated to tutoring
- Any sexually related comments, gestures and/or jokes
- Any racially related comments, gestures and/or jokes
- Foul and/or abusive language

STUDENT ACKNOWLEDGEMENT AND AGREEMENT

I have read the above guidelines and responsibilities and agree to regularly attend class and actively participate in the tutoring sessions by having my assigned reading completed and my homework as complete as possible. I also agree to contact my tutor if I am unable to attend a scheduled tutorial session. I understand that if I do not comply with the above guidelines and responsibilities I can be terminated from tutoring services for the remainder of the semester. If I miss 2 scheduled tutorial sessions, my name will be removed from the current tutoring assignment and I must reapply to resume tutoring. Additionally, I understand that if my performance in the tutored subject improves to a grade of “B” or higher, the number of hours that I am allowed to be tutored may be decreased so that other students with greater academic need may be assisted. If my level of performance improves to an “A,” I understand that my one-on-one tutorial assistance may be terminated and I will be referred to the walk-in Tutor Center. If my allowed hours decrease or my tutorial services are terminated, I may later request to increase my hours or reapply for tutorial assistance should I again experience serious academic difficulties.

STUDENT SIGNATURE_____

DATE_____