

CLS TUTORING SESSION SHEET INDIVIDUAL & GROUP Session Sheet

Tutor Name: _____

Employee #: _____

Email Address: _____

Date: _____

Tutors: Please provide all information requested on this form. *Failure to provide all information could delay your paycheck.* This form is to be printed and used as a sign in sheet for each tutoring session. If an unassigned student shows up to your session, please have them complete a Request for Tutoring Services form and attach it to your session sheet. Otherwise, you may not be paid for the session. Please use additional form(s) if needed.

Reminders:

- Please use 1 sheet per session (individual OR group);
- All tutor forms are available at http://shp.utmb.edu/asa/asa_Tutoring.asp;
- Session sheets will be returned if information is lacking;
- You must work less than 20 hours weekly. No exceptions. (Saturday through Friday);
- Session sheets are due within 24 hours to Mrs. Means in Room 4.440 or tmmeans@utmb.edu.

NEW POLICY – Students are limited to 6 hours per week, regardless of the number of courses they are receiving tutoring in or the number of tutors they are assigned to. If the student is in need of additional tutoring they must first obtain approval from Dr. Freeman, CLS Chair. No exceptions.

Course Tutored: _____
Department Course # Course Title (If Special Topics, define course subject area below)

Start Time: _____

End Time: _____

Total Time: _____
(4 hours max)

Students in attendance: (use additional forms as necessary)

Student Name:	Student ID #:	Textbook (Y/N):

Tutor Signature: _____
Date

By signing this form, I certify that the information provided in this form is correct

Office Use Only:
 Approved By: _____

ASA Use Only:
