

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 to:
 - N&M – Ms. Colleen Casey (ccc Casey@utmb.edu)
 - OT – Dr. Patterson (tspatter@utmb.edu)
 - PT – Dr. McGaugh (jamcgaug@utmb.edu)
 - RC – Gina Rovello-Martinez (garovell@utmb.edu)

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 #:	Department: <small>(i.e., CLS, N&M, OT, PA, PT, RC)</small>

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: