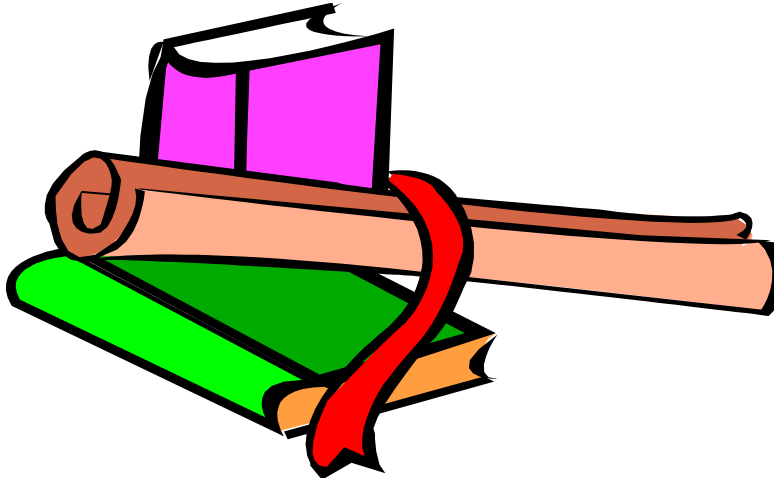


# Columbus State Community College Peer Tutoring Program

## Peer Tutoring Request Form



Please read the following information below before completing the attached forms.

Availability- A tutor is provided for most courses offered at Columbus State Community College.

Cost of Tutoring- Peer Tutoring is **Free** for students enrolled at Columbus State Community College.

To obtain a Peer Tutor:

1. Complete the attached forms and return them to the Peer Tutoring Coordinator located at the Center for Workforce Development, Room 1095.
2. Schedule an appointment with the Peer Tutoring Coordinator.  
If the coordinator is unavailable, you may schedule an appointment by calling 287-2474 or email at [Lgiese@csc.edu](mailto:Lgiese@csc.edu).
3. When you meet with the coordinator, he will review your Peer Tutoring Request Form. If a tutor is available to meet within your schedule, the coordinator will contact you by phone to pick up your Peer Tutor Assignment form. If a tutor is unavailable, the coordinator will discuss other options.

# Peer Tutor Request Form

Please PRINT the following information:

Date: \_\_\_\_\_

Course Name: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

What is your grade to date in this course? \_\_\_\_\_

What were the prerequisites for this course and the grade you received? \_\_\_\_\_  
(if applicable)

What is your major? \_\_\_\_\_  
(if applicable)

Have you communicated with your instructor that you would like to obtain a peer tutor? If yes, what was his/her response? \_\_\_\_\_

**I understand that I will have certain responsibilities as a recipient of the peer tutoring program and failure to comply with these rules may result in the loss of services. The main responsibilities are to attend your tutoring sessions and have your homework done and ready to work with your tutor. (Please indicate by your signature below that the Peer Tutoring Coordinator has your permission to contact your instructor in the class.)**

Signature: \_\_\_\_\_

**IMPORTANT: Before you are assigned a peer tutor, you must schedule an appointment with Mr. Lynn Giese, the Peer Tutoring Coordinator. You may schedule this appointment by calling 287-2474. Or stop by the Center for Workforce Development, Room 1095.**

# Peer Tutor Request Form

**Please read and follow the directions below:**

Please mark an "X" in each 1 hour time slot that you ARE available for tutoring. Please mark as many time slots you would be available to receive tutoring. Any time slot(s) left blank, I will assume you are not available for tutoring.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8-9 AM						
9-10 AM						
10-11 AM						
11-12 PM						
12-1 PM						
1-2 PM						
2-3 PM						
3-4 PM						
4-5 PM						
5-6 PM						
6-7 PM						
7-8 PM						
8-9 PM						

**Please Note:** Tutor request are assigned according to the availability of the tutor and student. The more time slot(s) you have available for tutoring, the easier it will be for you to obtain a peer tutor.

NAME: \_\_\_\_\_ COUGAR ID: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

# PEER TUTEE PLACEMENT FORM

NAME: \_\_\_\_\_

Why do you need a tutor? (Check all that apply).

- \_\_\_\_\_ a. Difficulty in understanding the textbook (s).
- \_\_\_\_\_ b. Difficulty in taking lecture notes.
- \_\_\_\_\_ c. Difficulty in preparing for tests.
- \_\_\_\_\_ d. Difficulty in understanding the instructor.
- \_\_\_\_\_ e. Difficulty in understanding the subject matter.
- \_\_\_\_\_ f. Difficulty in finding time to study.
- \_\_\_\_\_ g. Other (please explain) \_\_\_\_\_

**Please be as specific as possible when answering the following questions:**

- 1) What degree are you planning to complete at Columbus State Community College?  
\_\_\_\_\_
- 2) What is your motivation to complete your homework in the course you desire tutoring in?  
\_\_\_\_\_
- 3) Are you willing to learn from and listen to a peer tutor?  
\_\_\_\_\_
- 4) In the course you desire tutoring, how many hours per week are you reading, studying, and doing homework?  
\_\_\_\_\_
- 5) Do you routinely miss scheduled class during the semester? Circle Yes or No! If so, how many days per week?  
\_\_\_\_\_
- 6) When you learn something new for the first time? Which one of the following represents your learning style or preference? Please circle one!  

Hearing	Seeing	Reading/writing	Moving while studying
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- 7) When you are given a difficult problem how do you rank your effort to work to solve the problem? Please circle one below!  

Low				High
1	2	3	4	5

REV. 8/16/14

TO: ALL STUDENTS  
FROM: MR. LYNN GIESE  
RE: PEER TUTORING PROGRAM- (287-2474)

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**“We are here to help those who are willing to help themselves.”**

I understand in order to receive benefits from peer tutoring; I must do my homework, attend class, and attend my peer tutoring sessions. In the end, my success in the course I am requesting tutoring in depends on the effort and commitment I put into passing my course.

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**Directions:** You are required to read and initial every statement, print and sign your name at end of this form.

1. Tutoring sessions are held two hours per week. \_\_\_\_\_
2. You are expected to attend your class each day and do all the required homework. \_\_\_\_\_
3. You are required to be on time and prepared for each tutoring session. \_\_\_\_\_
4. Sign your tutor’s tutoring time report for each session. \_\_\_\_\_
5. Once your weekly time has been set, I will not change your appointment time. \_\_\_\_\_
6. Come to each scheduled tutoring session with the required tools: pen, pencil, book(s), calculator, notes, and be ready to work with your tutor. \_\_\_\_\_
7. Once you receive your tutoring assignment form, you are required to meet your tutor on your scheduled time and day. You are required to meet your tutor for each tutoring session per week. No excuses! If you decide not to attend your tutoring session, you will be dropped from the Peer Tutoring Program and lose this privilege for this semester and next semester. \_\_\_\_\_
8. If you have an emergency you must contact your tutor and the Peer Tutoring Coordinator as soon as possible. You must bring in documentation of your emergency situation to the Peer Tutoring Coordinator so that your situation can be reviewed and considered before you are dropped from the peer tutoring program. \_\_\_\_\_
9. If you drop your class or no longer require tutoring, please notify the Peer Tutoring Coordinator of your status. \_\_\_\_\_
10. Once you receive your tutoring information, it is your responsibility to take care of it. Please limit your calls to the Peer Tutoring Coordinator’s office for your tutor’s phone number. \_\_\_\_\_
11. Under no circumstances are you allowed to give your tutor’s phone number to another person. \_\_\_\_\_
12. If you have any questions or concerns regarding your tutoring session or tutor, please contact the Peer Tutoring Coordinator at 287-2474. \_\_\_\_\_
13. Tutoring ends the last day of the last week of each semester. \_\_\_\_\_
14. There is no peer tutoring during finals week. \_\_\_\_\_

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I, \_\_\_\_\_ have read and understand the tutoring contract, and will fully comply.  
(Student’s name--please print)

Student’s Signature \_\_\_\_\_

Tutor’s Signature \_\_\_\_\_