

Tutor Scheduling Form

Use with Add Permit "Tutoring Enrollment 195"

Name: _____ Phone: _____

Email Address: _____ 9-digit Campus ID # _____

Language: _____ # Hours/week: _____ Supervisor Name: _____

Please indicate available times. Students enrolled in 195 courses have a tutoring schedule of 150 minutes/week (2.5 hours) for each unit of credit. Indicate specific hours on each day.

Monday Tuesday Wednesday Thursday Friday

Are you available by appointment? yes no

If yes, how many students contact you? Email _____ Phone: _____

May we post your contact information on the master calendar which students will see? yes no

Tutoring Policy and Procedures

Return this form to the Foreign Language Department, MRP-2051. To confirm, check the tutoring schedule on the Web at <http://www.csus.edu/fl/tutors.htm> . Contact Foreign Languages at 278-5505, or 278-6333 FORL@csus.edu if you have questions or need assistance.

- Tutoring begins the second week of class, and continues through the last week of class. Tutoring is not scheduled during Thanksgiving Break, Spring Break or Finals.
- If you are unable to make your tutoring hour(s), please call the office (278-5505 or 278-6333) as early as possible so a sign can be posted alerting students of your absence.
- Use your assigned tutoring area. If someone else in the area does not want to leave or if there is any other problem with the area, come to the Department Office so that we can resolve the problem.
- Tutoring is on a first-come first-serve basis, so **do not** accept appointments. (If there is a line you may need to limit students to 10 minutes each, or find out which students have the same questions and work with more than one.)
- **Your tutoring responsibility is to assist the student, not to do their work for them.** For student papers, correct only major grammatical problems, not stylistic ones.
- If requested by your supervisor or by students, complete tutoring slips (available in the Department Office).
- If you have suggestions to improve the tutoring program, please share those with the Foreign Languages Department Office.

Number of Units to be earned: _____ Semester/Year: _____

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____