

**REND LAKE COLLEGE
REQUEST FOR TUTOR**

Please identify any programs that you are currently involved in:

____ STARS ____ Voc/Special Population ____ Athlete ____ Other

Name _____

Date Requested _____ Date Assigned _____

Address _____ City, State, Zip _____

Telephone (____) _____

E-Mail Address _____

Tutor(s) needed for:

Course Name, Course Number, Instructor at RLC: _____

If you can specify what has led to your need for tutoring, the tutor will be better able to assist you. Please check all statements below that are true for you in this class:

____ I am having difficulty understanding the textbook.

____ I am having difficulty understanding the teacher.

____ I need to discuss the material with someone before it makes sense to me.

____ I have missed a number of classes and have fallen behind.

Number missed: _____

____ I have trouble taking notes in class.

____ I could use some help getting motivated to study.

____ I have poor study habits.

____ I have done poorly on tests in this class.

____ Other (please specify) _____

Current grade in course or last test grade _____

PLEASE MARK AN "X" BY THE DAYS AND TIMES THAT YOU ARE FREE TO MEET WITH A TUTOR

Days	Monday	Tuesday	Wednesday	Thursday	Friday
8:00AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					

STUDENT RESPONSIBILITIES WHEN TUTORED

It is the student's responsibility to be on time for each tutoring session. The tutor is only required to wait 15 minutes before leaving. You are required to wait 15 minutes for your tutor. If you are unable to be on time or cannot be at the tutoring session, call the tutor or Sue Cunningham at 4375321, ext 1204 and leave a message.

Students should:

1. 1 Fill out a tutor request form.
2. 2 Attend class and keep the tutor up-to-date on all assignments. Show the tutor your class syllabus.
3. Always bring class assignments, notes, and textbook to study group.
4. Excessive class misses can result in tutoring being terminated.
5. Review material before the tutoring session. The tutor cannot help you if you are not willing to help yourself.
The tutor will not do the work for you.
6. Be prepared to ask specific questions.
7. Study regularly outside the tutor session.
8. Let Sue know immediately if any problems arise with the tutor.
9. Meet with Sue periodically to evaluate the tutoring relationship.
10. Request another tutor if for any reason the one you have is unsatisfactory.
11. Two (2) sessions missed without notification and tutoring will be terminated.

Understand the above stated responsibilities and agree to abide by them.

I understand that my privilege of tutelage will be denied if I disregard these responsibilities.

Signature _____ Date _____

Tutor Assigned: _____ Days/Times: _____ Location: _____