TUTOR REQUEST FORM

ADVISING AND LEARNING ASSISTANCE CENTER

NAME ____________________________________________________________

                          Last           First

RIN ___________________ CLASS YEAR ___________ MAJOR__________________

PHONE # ___________________ EMAIL ____________________________________

WHEN SUBMITTING PLEASE PROVIDE A COPY OF YOUR COURSE SYLLABUS

➢ Our ability in finding a tutor to assist you is limited by the availability and willingness of other undergraduate students to sign on as a tutor. Through faculty recommendations as well as BANNER searches we will make every effort in finding someone to assist you. If a tutor cannot be found, you will be notified and encouraged to seek additional assistance from your professor or TA

➢ All Individual/Small Group sessions are limited to 1.5 hours per week per course. The specific time and location can be arranged with your assigned tutor

RESPONSIBILITIES:

➢ Please be prepared and on time for all scheduled tutoring sessions

➢ Please bring your textbook/materials for tutor to review with you

➢ Please contact your tutor if you cannot make a scheduled appointment or should you no longer need tutorial assistance

➢ Attend classes with an open-minded and a positive attitude and at least attempt all assignments and projects on your own before you see the tutor

➢ At no time may you ask your tutor to do activities for you such as homework, papers and projects, which you intend to submit for a grade, nor participate in any activity that may be deemed as academically dishonest

Signature ___________________________ DATE _______/_______/_____

WHEN SUBMITTING PLEASE PROVIDE A COPY OF YOUR COURSE SYLLABUS
PLEASE LIST COURSE PREFIX, NUMBER AND TITLE

- EXAMPLE: BIOL 1010 Intro Biology

COURSE PREFIX AND NUMBER ______________________________
TITLE ________________________________
INSTRUCTOR: ____________________________

DO YOU HAVE THE COURSE SYLLABUS ☐ YES ☐ NO

COURSE PREFIX NUMBER ______________________________
TITLE ________________________________
INSTRUCTOR: ____________________________

DO YOU HAVE THE COURSE SYLLABUS ☐ YES ☐ NO

COURSE PREFIX NUMBER ______________________________
TITLE ________________________________
INSTRUCTOR: ____________________________

DO YOU HAVE THE COURSE SYLLABUS ☐ YES ☐ NO

COURSE PREFIX NUMBER ______________________________
TITLE ________________________________
INSTRUCTOR: ____________________________

DO YOU HAVE THE COURSE SYLLABUS ☐ YES ☐ NO

Advising & Learning Assistance Center
Academy Hall - Suite 4226
(518) 276-6269 -- http://alac.rpi.edu