

HOBART AND WILLIAM SMITH COLLEGES
CENTER FOR TEACHING AND LEARNING

TUTOR REQUEST FORM

***Your professor must approve this request by signing it before you can receive tutoring.
Your professor may also recommend a specific tutor. Please return this request to
Sam Vann, Coordinator of Student Services.**

*Print and complete all information legibly. CTL will not process this request unless all
information has been included.* Date: _____

Name: _____

E-MAIL @hws.edu: _____

Campus Phone: _____ (Answering Machine: Y N)

Cell Phone: _____ (Voice Mail: Y N)

Campus/Local Address (house/hall): _____ Campus PO Box #: _____

Major: _____ Minor: _____

Year (circle one): FY SOPH JR SR College: Hobart WS

COURSE FOR WHICH YOU NEED A TUTOR:

Course Title: _____

Specific Abbreviation and Section (e.g., Econ 122-01): _____ - _____

****Authorization for Tutoring at CTL***

Professor's Name: _____ Date: _____

Professor's Signature: _____

Recommended tutor (CTL will contact tutor): _____

Professor's comments or suggestions: _____

Please answer the following questions to help us in providing tutoring.

1. Have you met regularly with your instructor for extra help? YES NO
If so, how often? _____
2. Is there a conflict of schedules that prevents you from meeting with your professor? YES NO
If so, what steps have you taken? _____
3. Did your instructor recommend that you receive tutor support at CTL? YES NO
If so, when? _____
4. Are you up-to-date on course readings and assignments? YES NO
5. Have you missed any classes in this course? YES NO
If so, approximately how many classes? _____
6. Has the instructor recommended a specific tutor? If so, whom _____ YES NO
7. Have you discussed this matter with the Dean's office or your advisor? YES NO
If so, with whom? _____
8. Have you attended weekly review sessions (if applicable)? YES NO
9. Grades received to date:
quizzes = _____ papers = _____ exams = _____

***In order to effectively match you with a tutor please self-assess your tutoring needs below
by checking those applicable and then complete a brief description.***

- ___ I need assistance from the writing colleagues with preparing, editing, and writing papers.
- ___ I need assistance in writing that is course-specific in content and field (e.g., Spanish Literature).
- ___ I need assistance with reading comprehension strategies. The textbooks are difficult to understand.
- ___ I need assistance with note-taking strategies. The lectures are difficult to follow.
- ___ I need assistance with test-taking strategies.
- ___ I need assistance with time management or basic study strategies.
- ___ **Other** _____

Please explain more fully what seems to be causing your difficulty with this course:
