

**HOBART AND WILLIAM SMITH COLLEGES
CENTER FOR TEACHING AND LEARNING**

TUTOR JOURNAL

Pay Period: _____

SPRING '07

Tutor Name: _____

Tutee Name(s): _____

Course Title and #: _____

***TIME:** When entering time of tutoring session, please round up time to the nearest quarter hour (i.e., 8:00, 8:15, 8:30, 8:45, and 9:00) and specify AM or PM. Please enter total time as well (i.e., 1.25, 1.50, 1.75) Tutor will not be paid unless information is complete and legible.

DATE	TIME	Detailed Description of Tutoring Session	Print Name	Signature
___ / ___	From _____			
	To _____			
	Total _____			

DATE	TIME	Detailed Description of Tutoring Session	Print Name	Signature
___ / ___	From _____			
	To _____			
	Total _____			

DATE	TIME	Detailed Description of Tutoring Session	Print Name	Signature
___ / ___	From _____			
	To _____			
	Total _____			