

## Professor's Notification of Tutoring

To: Dr. \_\_\_\_\_,

From: The Tutoring Center

Date: \_\_\_\_\_

Re: Student Receiving Tutoring

This memo serves to notify you that your student, \_\_\_\_\_  
has been matched with our tutor, \_\_\_\_\_.

Please expect the tutor to contact you within 7 to 10 days in order to meet briefly to discuss course content, understand class requirements, and address any needs you or the tutor have regarding the tutoring situation.

The tutor will request your signature on a form similar to the next page of this packet. This is to verify that the two of you met. We also ask that you send a private copy back in case you have any concerns that you need addressed. Please use the attached page to make comments and send it back to us as soon as possible. Please return the sheet to The Tutoring Center through Campus Mail with the use of the self-addressed envelope provided. We will not allow the tutoring sessions to begin until we have this document signed and sent back.

The Tutoring Center and our tutors understand how valuable your time is and will be happy to meet with you at your convenience. We appreciate your input regarding how we may better our services, both in this specific tutoring relationship and in general.

If you need to contact your student's tutor, she/he may be reached at \_\_\_\_\_  
or by e-mail \_\_\_\_\_.

If you have any questions or concerns please feel free to contact the GA's of The Tutoring Center  
at any time: Nicole X5114 or Jamie X5299.

Thank you,

The Tutoring Center

**Please keep this sheet for your records.**

The Tutoring Center  
Lyle 118, 871-2420  
tutoringcenter@millersville.edu

**PROFESSOR CONTACT/RECOMMENDATION FORM**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TUTOR'S NAME: \_\_\_\_\_

TUTEE'S NAME: \_\_\_\_\_

PROFESSOR: Dr. \_\_\_\_\_

COURSE AND SECTION: \_\_\_\_\_

**PROFESSOR:** Please complete this form after your discussion with the tutor and give it to the tutor.

- A copy of the syllabus was given to the tutor.
- An assessment of the tutor's strengths and weaknesses was discussed.
- Upcoming assignments and/or exams were discussed.
- Course material content was discussed.
- The professor's preference for communication with tutor was discussed.
- Insights and suggestions were discussed to help the tutee be successful.

Signature of Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Would you recommend this student to tutor this course? **YES or NO**

**Comments:** \_\_\_\_\_

Summary of meeting (to be completed by professor): \_\_\_\_\_

\_\_\_\_\_

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