

Tutor's Professor Notification of Tutoring

To: _____ (Tutor's name)

From: The Tutoring Center

Date: _____

Re: Tutoring Assignment

You have been matched with _____ (tutee) to tutor the following course

The professor for this course is _____.

You are required to contact the tutee's professor within 7 to 10 days in order to meet briefly to discuss the course content, understand class requirements, and address any needs you or the professor have regarding the tutoring situation with your specific tutee. The Tutoring Center understands how valuable your time and the professors' time is. Please schedule a meeting with the professor at a mutually agreeable time.

REMINDER: You will not be permitted to begin your tutoring sessions until this professor notification document is signed and returned.

Please feel free to contact our office with any questions, comments, or concerns.

Thank you,

The Tutoring Center

Please keep this sheet for your records.

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

TUTOR'S PROFESSOR CONTACT FORM

DATE: _____ TIME: _____

TUTOR'S NAME: _____

TUTEE'S NAME: _____

PROFESSOR: Dr. _____

COURSE AND SECTION: _____

TUTOR: Please complete this form after your discussion with the professor.

- 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: _____

Summary of meeting (to be completed by tutor): _____

TUTOR: Please return this sheet to The Tutoring Center as soon as you have it signed by the professor. You will **NOT** be able to have your first tutoring session with your tutee until you have returned this document. If you have any questions or concerns please feel free to contact the GA's of The **Tutoring Center** at any time: Nicole X 5114