

HOPE COLLEGE TUTORING PROGRAM -- ACADEMIC SUPPORT CENTER

Welcome! Each semester more than 250 students utilize the peer tutoring service. **Before** seeking tutoring, it is highly recommended that the student talk with the professor of the course involved. When utilized appropriately, tutoring can make a significant difference in a student's overall course performance, however it is not a replacement or substitute for communication with the professor.

To receive tutoring services the following procedures are necessary:

- 1) Complete an application for tutoring services.
- 2) Schedule an appointment to meet with the Director of the Academic Support Center (ASC) or an ASC intern to obtain the name and phone number of your tutor, and to discuss tutoring procedures, goals and fees.
- 3) The tutoring fee is based on a student's need-based financial aid. All fees will be billed directly to your Hope College student account. Should you have any questions regarding your tutor fees, please contact the ASC.

Please keep in mind the following:

- 1) Tutors are students first, therefore they must be contacted with appropriate notice to allow time for planning and preparation.
- 2) Students are typically matched one-on-one with a tutor. However, in courses with high demand for tutoring assistance, you may be assigned to meet with up to 2 other students from your course at your tutoring sessions.
- 3) Students requesting tutoring should come to the tutoring session well-prepared (i.e. having read the appropriate chapters and worked the assignments).
- 4) A tutor will assist the student with learning strategies; the tutor is not an answer machine or homework producer.
- 5) Tutoring is most successful when the tutored student meets with his/her tutor on a regular basis throughout the semester.

Appt. is: _____ / _____ / _____
(day) (date) (time)

HOPE COLLEGE APPLICATION FOR TUTORING SERVICES

Name _____
(first) (mi) (last)

Date _____

Class: FR SO JR SR Other

Student ID # _____

School Address _____

Local Phone # _____

Hope E-mail _____

Cell Phone # _____

What classes are you taking at Hope this semester?

Major _____

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

In which specific course(s) would you like to be tutored?

1. _____
(course name – i.e. Gen Chem II) (course # - i.e. Chem 121) (professor)
2. _____
(course name – i.e. Spanish II) (course # - i.e. Span 122) (professor)

Advisor _____ Referred by _____

Have you had a content tutor before? YES/NO _____

PERMISSION TO RELEASE INFORMATION –

The Academic Support Center staff maintains strict confidentiality concerning its interactions with students who seek assistance. Student tutors maintain records and keep the ASC professional staff apprised of their tutees' progress. Discussing a tutee's appointments with the professor is also both appropriate and helpful, but to do so we need your permission. Below, please indicate your willingness to allow professor contact.

/_____/ Yes, you may discuss my appointment(s) with my professor.

/_____/ No, please keep my appointment(s) strictly confidential.

(signature)

FOR ASC OFFICE USE ONLY:

A fee of \$_____/hour will be charged to your student account.

TUTOR(S):

(name)

(address)

(phone)

(e-mail)

(course)

FOLDER

PINK SHEET

* **NO** *EMAIL TO PROF.

EMAIL TO TUTOR

COMPUTER ENTRY – Excel 2x

(name)

(address)

(phone)

(e-mail)

(course)

CLASS SCHEDULE PLANNER

Revised 7/17/02

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------------|----------------------|--------------|----------------------|--------------|
| 8:30 | | 8:30 | | 8:30 |
| 9:00 | 9:00 | 9:00 | 9:00 | 9:00 |
| 9:30 | 9:30 | 9:30 | 9:30 | 9:30 |
| 10:30 CHAPEL | | 10:30 CHAPEL | | 10:30 CHAPEL |
| 11:00 | 11:00 COMMUNITY HOUR | 11:00 | 11:00 COMMUNITY HOUR | 11:00 |
| 12:00 | 12:00 | 12:00 | 12:00 | 12:00 |
| 1:00 | | 1:00 | | 1:00 |
| | 1:30 | | 1:30 | |
| 2:00 | | 2:00 | | 2:00 |
| 3:00 | 3:00 | 3:00 | 3:00 | 3:00 |
| 4:00 | | 4:00 | | 4:00 |
| | 4:30 | | 4:30 | |
| 5:00 | | 5:00 | | 5:00 |

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