

TUTOR WEEKLY REPORTS

The goal(s) for each tutoring session should be determined with each student, and written onto the Tutor Weekly Report by the tutor. The purpose of writing out the goal(s) for each tutoring session is to:

- help the student develop the skill of identifying the tasks to be completed
- prioritize the tasks appropriately
- ensure that you and the student are well prepared for each session
- and serve as a written record of the session for accountability purposes as well as future reference

IMPORTANT NOTE: The Tutor Weekly Report must be thoroughly completed and turned in promptly in order to receive your paycheck. In addition, your hours must be reported on line to meet Hope College Payroll requirements.

The Upward Bound Program is a federally funded program, which requires a high degree of accountability. This accountability focuses on reporting what was accomplished with your student(s) during the tutoring session and also provides a written record of the progress made by each student. Therefore, tutors and teachers are required to report the following information about each session on individual Tutor Weekly Reports:

1. Date of session
2. Tutor's name
3. The student's full name
4. Goal(s) for the session
5. What problems, if any (school related or personal) is this student having?
6. Suggestions/Comments (for future sessions and follow up)
7. Preparation time
8. Identify hot shots (ie: student accomplishments, academic growth)
9. Amount of time spent studying during session
10. Effort put into studying during session
11. Assign appropriate points and provide TOTAL points earned



NOTE: the points assigned by the Tutoring Staff will reflect an evaluation of each tutoring session.

Sample

**MONDAY
ADDITIONAL TUTORING
SESSION**

Tutor's Weekly Report

Please fill this form out for each student in your session.

If your student is absent, you are not required to fill one out.

DATE:

Name: _____ Tutor's Name: _____
First Last

2. Goal(s) for this session:

Subjects							
Assignment(s):							
Accomplished:							

II. What school or personal problem(s), if any (observed or reported) is this student experiencing?

IV. Suggestions/comments (please document suggestions and/or goals for future tutoring sessions, paper/projects due dates, etc.)

IV. Preparation time: _____ # of hours shown on time card. If you are showing time for preparation, please indicate how your time was spent.

V. HOT SHOTS: (please identify and document student accomplishments(s) i.e. improved grade/ attitude/effort, making a sport team, "A" grade)

VI. Amount of time spent studying during session: 10% 20% 40% 80% 100%

VII. Effort put into studying during session: Poor Average Good Excellent

Reason:

TUTORIAL SESSION = Possible 1.75 points (Assigned by Teachers/Tutors). The student...

- A. brings in adequate homework/study materials.....(.5 pts.)_____
 - B. manages time efficiently and effectively.....(.5 pts.)_____
 - C. overall attitude/behavior.....(.5 pts.)_____
 - D. promptness in starting session.....(.25pts.)_____
- TOTAL**_____