

Individual Tutoring Request Process

TEACHING AND LEARNING CENTER

FOR THE STUDENT

The Teaching and Learning Center at Pacific Union College offers individual tutoring free for qualifying students. Individual tutoring is coordinated with the Coordinator of Disability Services, Nancy Jacobo and the Tutoring Coordinator.

Students are eligible for individual tutoring when they meet *any one* of the following criteria:

1. Student is diagnosed with a learning disability and individual tutoring is a required accommodation.
2. A professor requests individual tutoring for the student.
3. A TLC staff member requests individual tutoring for the student.

Individual tutors are Pacific Union College students, who have been identified and recommend by their professors to be good tutors. The tutoring coordinator keeps a database of all students who have been recommended by professors. All e-mails regarding tutoring should be sent to tutoring@puc.edu.

SETTING UP INDIVIDUAL TUTORING SESSIONS CHECKLIST -

1. After receiving a request for individual tutoring the TLC will assign a tutor and contact both the student and the tutor. **It is the responsibility of the student to contact the tutor.** Please work to schedule the first weekly meeting within 2 days of this contact.

TUTOR: _____ PHONE: _____

STUDENT: _____ PHONE: _____

2. Agree on a time and location for regular tutoring sessions. (Choose a quiet place with plenty of workspace and few distractions: the TLC, a library study room, or empty classroom. Select a place where a message can be left if something unforeseen happens, if either of you can't make the meeting or will be late.

DAY(S): _____ TIME: _____ LOCATION: _____

3. E-mail the Tutoring Coordinator at: tutoring@puc.edu, the regular tutoring schedule.
4. Sign the Individual Tutoring Contract and return to the TLC.

INDIVIDUAL TUTORING CONTRACT

*I understand my tutor is a busy college student just like me, and I will respect his or her time by arriving on time for appointments or phoning ahead to cancel. **Three (3) missed sessions will result in forfeiture of tutoring services.***

SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

NOTES

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FOR THE TUTOR -

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DAY(S): _____ TIME: _____ LOCATION: _____

3. E-mail the Tutoring Coordinator at: tutoring@puc.edu, the regular tutoring schedule.
4. Fill out Tutor Application (pick-up in the TLC) if you are a new TLC employee.
5. Pick-up Individual Tutoring report fill out at each meeting and return to the TLC twice a week.
6. Sign the Confidentiality Agreement and return to the TLC.

Declaration of Confidentiality

I understand that all conversations regarding students receiving tutoring services are confidential.

Information given may or may not deal with sensitive issues. I realize my responsibility is to treat all information with complete respect and privacy.

I hereby promise that all information will be held in strictest confidence, which means I will not name or discuss any student's situation with anyone not currently employed by the TLC.

SIGNATURE: _____ DATE: _____

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