

Bi-Monthly Tutor Report

Tutor _____ Student _____ Grad _____ Date _____

1. How many times per week and for how long do you meet with this student?

Per Week _____ How Long _____

2. In what course(s) do you tutor this student? _____

3. Please explain in detail the types of things you do during tutoring sessions (e.g., studying notes, memorizing terms, writing papers, quizzing the student, etc.):

4. Do you feel this student uses the tutoring time well? _____

5. Does this student come prepared to tutoring sessions? _____

6. Has this student missed any tutoring appointments? Did he/she call, or just fail to show?

7. What concerns do you have for the student's progress? _____

8. What grades do you know from the class(es) in which you are tutoring this student?

9. Does this student need to spend more time tutoring? _____

10. Please list your comments (positive or negative) about the student as they relate to the tutoring sessions:

11. What areas or skills can you develop to become a better tutor? _____

12. Would you attend a training meeting in one or more of those areas? _____

If you have any concerns, need help or specific training to work with your student, or need guidance in your job, please see Roger Pugh, the Tutor Supervisor.