

## QUANTITATIVE PEER TUTOR REQUEST FORM

Undergraduate students: Complete this form to receive *free* assistance with your academic coursework. Please sign up for a time to meet with the Peer Tutoring Coordinator in order to hand in your completed form and discuss your needs.

PLEASE PRINT CLEARLY and return to:

**Krisan Geary, Quantitative Skills Coordinator**

Jeanmarie 255, ext. 2773, [kgeary3@smcvt.edu](mailto:kgeary3@smcvt.edu)

### I. Student Information

<b>Today's Date:</b> .....	<b>Semester &amp; Year:</b> .....
<b>Your Name:</b> .....	<b>M / F</b>
(Last Name)                      (First Name)                      (Middle Initial)                      (Nickname)	Gender
<b>Student ID #:</b> .....	<b>Major:</b> .....
<b>Class</b> (first-year, etc.) .....	<b>Graduation Year:</b> .....
<b>Campus Phone #:</b> .....	<b>E-mail Address:</b> .....
<b>Campus Address:</b> .....	
(Dormitory and Room Number)	
<b>Cell Phone #:</b> .....	
(Include this number only if you want it used as a possible contact #)	

### II. I would like to request a tutor for the following course (fill out *separate* request forms for additional classes):

Course #	Course Name	Professor Name	SIGNATURE OF COURSE INSTRUCTOR (indicates student has met with you to discuss his/her progress with course and desire to work with a peer tutor)

### III. I have read the Peer Tutoring program guidelines on the reverse side of this page: \_\_\_\_\_ → (Student signature)

### IV. To assist the tutoring office in providing you appropriate advice and services, please answer the following:

Form(s) of assistance I am seeking:

- Assign me a peer tutor I can work with one-on-one and/or
- I'd like to join a study group specific to the class I listed above (study groups are made up of 3-6 students who meet regularly under the guidance of a peer leader/mentor assigned by the tutoring office—it is recommended that you make your request as a group)

Tutoring sessions are generally one hour. Based on my needs and goals for this course, I anticipate wanting to meet with a tutor:

- Once a week (or more) on a regular basis
- Mostly prior to a test, exam, or major assignment
- Intermittently (as needed) throughout the semester
- Not sure

I am seeking the following type of assistance with this course: *(check all that apply)*

- Review and explanation of course content based on questions I have about current lectures, readings, and assignments
- Brush up on material and skills that are seen as essential prior knowledge needed for the course level and subject I am taking
- Developing effective study skills appropriate for the course/subject area identified on this request form
- Guided practice in using and applying the course concepts and discipline-specific skills
- Preparation for quizzes, tests, exams, etc.
- Help with research paper or other writing project(s)

Other: \_\_\_\_\_

Other resources I already am or plan to make use of to help me academically:

- Professor's office hours
- Professor-led review sessions
- Teaching Assistant-led review sessions/labs
- "Smart Studying" workshop series
- One-on-one study skills advising with Joan Wagner
- Writing Center
- Reference Librarians
- Other: \_\_\_\_\_

I am interested in developing the following personal academic success skills: *(check all that apply)*

- Time management
- Organization strategies
- Effective textbook reading
- Effective note-taking practices
- Test/exam preparation
- Library skills
- Stress reduction

If you would like to request to work with a particular peer tutor who is officially part of the program, please list his/her name here:

\_\_\_\_\_

#### Coordinator notes:

Met with student on \_\_\_\_\_

TUTOR ASSIGNED: \_\_\_\_\_

## **GUIDELINES FOR WORKING WITH A PEER TUTOR OR STUDY GROUP LEADER - please read thoroughly**

**STEP 1:** Fill out a **Peer Tutor Request Form**.

**STEP 2:** Confer with your professor and obtain signature.

**STEP 3:** Return paperwork to **Jeanmarie 255** and meet with the tutoring coordinator. Following this meeting you will receive an email from the tutoring coordinator with information about your tutor assignment.

**STEP 4:** Contact the peer tutor or study group leader to determine a mutually agreeable schedule and library location to meet. You are expected to come prepared for each session using the guidelines below.

The tutoring process is a two-way street. The tutor and client share an equal weight of responsibility for getting things done in a productive and effective manner. At your first meeting with your tutor, you will review the following agreement together:

**The Tutor Code:** *As a tutor and fellow learner, I am committed to...*

- Helping my client to establish meaningful goals and prioritize tasks to work on.
- Explaining unclear information or difficult problems to the best of my ability.
- Practicing skills and reviewing material *together* with my client.
- Offering alternative ways of approaching the material or suggesting useful study strategies.
- Having students' work reflect their own ability.
- Ensuring confidentiality. I will not discuss client progress, achievements, or abilities with others (though, I may consult with the professor about course objectives, content, and study strategies.)
- Adhering to St. Michael's Academic Integrity policy.

*Please understand that...*

- I cannot do, correct, or edit work *for* my client. I also cannot assist in take-home exams/quizzes, unless a professor has given express permission in advance to all parties involved (tutor, client, and peer tutoring coordinator).
- I prefer to refrain from commenting on an instructor's grading policy, teaching style, or personality, but I can try to clarify course and teacher expectations as I understand them.
- I may not have all the answers all the time, but I will work *together* with my client to figure out how to make use of available resources.

**The Client Code:** *As an academically engaged student, I understand it is my responsibility to...*

- Attend class, take notes, and do (or attempt to do) assigned work and readings before meeting with a tutor. (A peer study guide or tutor can help with review of course material or clarify concepts, but cannot fill in for missed classes or watch a client work on homework not yet attempted.)
- Be on time for tutoring sessions and come prepared with questions, study topics, and goals as well as needed materials (notes, textbooks, homework, syllabus, assignment instructions, etc.).
- Approach sessions positively, with a desire to focus attention on the course material, be an active participant, and be open to new strategies and approaches.
- Honor the academic integrity policy of St. Michael's College and do my own work. I understand that tutors cannot do, correct, or edit work for me and that the evaluation/grade I receive for an assignment, test, or the course is my own responsibility.
- Contact my tutor in a timely manner to schedule or cancel appointments (48-hour notice is preferred).