

To Nominate a Tutor:

Tutor Course Coverage

Please complete one form for each tutor that you are nominating. Please list one tutor to a form. [Return to the PLTC by May 22, 2009, to Roberta Schotka, and Barb Burck.](#)

Your name:

Department:

Course(s) # (i.e. Econ 203):

Tutor (first and last name):

Two types of tutoring:

Assigned (tutors individual students)

Assigned tutors will work with a particular student on a per need basis. We ask tutors to keep their sessions to one hour, once a week. (We do make exceptions for students requiring more help.)

Group (formerly drop-in and/or attached) (tutor for one or more courses)

Their sessions may cover from just one course to a broad spectrum of courses within the department. They usually work 1-2 hours a week at a specific time and place. (If sessions are to be held in a place other than the PLTC, your Department is responsible for securing the helproom.)

For Faculty Liaisons:

The PLTC will create the Group drop-in Tutor schedules. We hope to finalize the schedules in August, as soon as tutors get back to us with their own schedules.

Check here if you prefer to create your own Group drop-in Schedule. Please send copy to Barb Burck at the PLTC by Sept 1.

<p>The PLTC reserves the right to modify the Group drop-in schedules at any time as is needed to comply with usage patterns and budget restrictions.</p>

Note: To help alleviate future terminology confusion, we have combined the **Attached** and **Drop-in** Tutors into one 'term' as they both do the same type of work (set days and hours in a specific place). From now on, these two types of tutors will be referred to as Group Tutors.

Additional Note: All Group Tutors are encouraged to serve as Assigned tutors as well. This will save the PLTC from having to add more tutors to cover assigned work and will enable tutors to accumulate more tutoring hours.