

ASSIGNED TUTOR LOGSHEET

Tutor Name: (First and Last)

Student Name: (First and Last)			
Mailbox Unit #:		Class Year:	

Department: _____
Course #: _____
Professor: _____

Instructions for Tutors:

- 1. Fill in all the columns. Print legibly.**
- 2. Turn in all your logsheet(s) to the PLTC by the 16th and the 1st of each month.**
- 3. If the student requests more help after the second session, you are required to inform the course instructor.**

<i>For PLTC Use Only</i>
Date Entered: _____
Payroll: _____
Logged By: _____

Session #	Date (mm/dd/yy)	Session Start & End Time	Total Session Time to nearest 15 minutes (xxhr, xx min)	Comments
1				
2				
3				
4				

I have informed the professor that the tutee and I have completed two sessions and the tutoring will continue:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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