

Tutor Intake Form

Tutee: _____ Tutor: _____

Course(s): _____

Major: _____

Phone Number: _____

Today's date: _____

Questionnaire:

1. Do you have all books & supplies needed for the course? Y N

2. Have you attempted this course before? Y N
If yes, what grade did you previously receive? Grade: _____

3. Have you received any form of tutoring in the past? Y N
If yes, please explain: _____

4. What letter grade do you want to achieve in this class? _____

5. On a scale from 1 to 5 (5 = most difficulty) please answer the following questions.
 - a. How would you rate the perceived difficulty of this course? 1 2 3 4 5
 - b. How difficult is it to follow the instructor's lecture? 1 2 3 4 5
 - c. How difficult is it to complete assignments? 1 2 3 4 5

6. What do you consider your most preferred learning style?
Visual _____ Auditory _____ Tactile (hands on) _____

7. Please indicate specific difficulties you are having with this course.
Note taking _____ Attendance _____
Test prep _____ Test taking _____
Writing assignments _____ Quiz taking _____
Reading assignments _____ other: _____

8. Preference in tutoring type: (please check all that apply)
Individual _____ Group _____ Online _____
Professional _____ Peer _____

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9. Please indicate all available days and times:

Mondays: _____

Tuesdays: _____

Wednesdays: _____

Thursdays: _____

Fridays: _____

10. What goals/expectations do you have for tutoring?

i) _____

ii) _____

iii) _____

Student Tutoring Contract

As a student receiving tutoring at Johnson College, I agree to the following conditions:

- I understand that scheduling tutoring sessions obligates my time, as well as my tutor's. Therefore, I will show up to each session, and I will come prepared by bringing my text books, syllabi, notes, assignment sheets, writing supplies, and specific questions on the subject matter.
- I understand that my sessions are supplemental, not instructional. I will not ask or expect my tutor to do my work for me nor teach me course material for a class I do not attend regularly.
- If I cannot make it to a session, I will contact Johnson College at least 24 hours in advance. If the cancellation is due to sickness or other extenuating circumstances, the requested 24-hour notice will be waived.
- **If I miss three tutoring sessions without notifying Johnson College or if I cancel three tutoring sessions with a 24-hour notice, the allotted tutoring appointment will be forfeited.** I also understand I can reschedule tutoring sessions, while realizing I may not be able to receive tutoring at the same time(s), day(s), or with the same tutor.

If you have any questions or concerns, please contact Angela Semkew at (570)702-8900 or asemkew@johnson.edu, Lynn Krushinski at (570)702-8955 or krushinski@johnson.edu, or Victoria Suarez at (570)702-8905 or vsuarez@johnson.edu. Thank you.

Student Signature: _____