

# CONTENT AREA TUTORING PROGRAM

## Student Request for Tutoring

*Please use a separate form for each class*

After you provide the information requested below, we will assign a tutor as quickly as we can. In many cases a tutor can be recruited and assigned within a week. If no tutor is available immediately, we will make every effort to locate a tutor for you up to the semester deadline. **We do not provide tutors for writing and math courses.** For information about math and writing tutoring, call 282-3662 in Pocatello or 282-7925 in Idaho Falls.

**Part 1 of 5: Student Information**

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Student name \_\_\_\_\_ I.D. # \_\_\_\_\_  Full Time  Part Time

Phone \_\_\_\_\_ Alternate phone \_\_\_\_\_

Complete E-mail address: \_\_\_\_\_

I check this E-mail account  Daily  3-5 times/week  Once/week  Less than once/week

Block out hours you are **not available** to be tutored. Include times that change from week to week. **The more hours you list, the better your chances of being placed with a tutor with a compatible schedule.**

	MON	TUE	WED	THU	FRI	SAT	SUN
8:00-9:00 a.m.							
9:00-10:00 a.m.							
10:00-11:00 a.m.							
11:00-12:00 p.m.							
12:00-1:00 p.m.							
1:00-2:00 p.m.							
2:00-3:00 p.m.							
3:00-4:00 p.m.							
4:00-5:00 p.m.							
5:00-6:00 p.m.							
6:00-7:00 p.m.							
7:00-8:00 p.m.							
8:00-9:00 p.m.							
9:00-10:00 p.m.							

**Part 2 of 5: Course Request**

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Course dept. and # \_\_\_\_\_ Credits \_\_\_\_\_ Instructor \_\_\_\_\_  
*ex. Biol 3358 3 Crick*

Term:  FALL  SPRING  SUMMER (4 week)  SUMMER (6 week)  SUMMER (8 week)

If you are a student athlete, what is your sport? \_\_\_\_\_

**TURN OVER**

**Part 3 of 5: Tutor Request**

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Is there a specific tutor whom you **DO** want to work with? Name: \_\_\_\_\_

Is there a specific tutor whom you **DO NOT** want to work with? Name: \_\_\_\_\_

**Part 4 of 5: Read Program Policies**

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To be fair to ALL students who want to obtain CAT Program tutoring services, the following policies will be applied:

1. A maximum of 3 hours per week of tutoring is provided free of charge to ISU students. As resources are limited, you will be assigned to a small group. Tutoring is not available over spring break and will be suspended at 5 pm on the Friday before finals week.
2. After you and your tutor arrange a time and place to meet, it is your responsibility to show up for tutoring. **Tutors will not wait longer than 15 minutes** beyond the scheduled starting time.
3. Students who do not show for a scheduled appointment will be given a verbal warning by the tutor. **Students who miss a second appointment without notifying their tutors within the agreed-upon time period are no longer eligible for tutoring for that course for the semester.**
4. Tutors are available to help you with problems with course content. They are not substitutes for a missed lecture and **they will not do the work for you.** You must be prepared for your tutoring sessions, just as you should be prepared for class. This means reading your textbook, studying notes, and working through assignments and problems prior to meeting with your tutor. It would be helpful to have specific questions ready when you arrive at the tutoring session. Improvement should occur through a cooperative effort between you and your tutor.

**Part 5 of 5: Sign Form**

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The CAT Program collects information such as the following about students and their academic needs:

- a. Student name and number
- b. Course/purpose of visit – eg. English 1101, History 1102.
- c. Number and length of appointments

This information is treated as confidential by the CAT program and university staff and is used only in aggregate form to provide accurate counts and demographics in reports to evaluate CAT services and provide a basis for funding. Student names and numbers **NEVER** appear in such reports.

To accommodate all students who wish to receive services in a fair and timely manner, the CAT program has established the appointment policies above. You may take a copy of them to refer to.

Your signature shows that you have read the conditions outlined, including the appointment policies.

**I have read and understand the CAT program policies described above:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Office Use Only**

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Date Received: \_\_\_\_\_

Recruit: \_\_\_\_\_