

INDIVIDUAL TUTOR TIMECARD AND PROGRESS REPORT

TUTOR	TUTEE	TUTEE	TUTEE
PHONE #	PHONE #	PHONE #	PHONE #
	COURSE	COURSE	COURSE

PLEASE POST TIMES IN 15 MINUTE INCREMENTS

DATE (MM/DD/YY)	TUTOR'S SIGNATURE	IN	OUT	Hrs/Min	TUTEE'S SIGNATURE	IN	OUT	Hrs/Min
Total Hours/Min								

YOU MUST COMPLETE THE REMARKS ON THE BACK OF THIS SHEET

TUTORIAL COORDINATOR _____ STUDENT AIDE _____

PROGRESS REPORT

1. Did you meet with your tutee during the past two weeks? Y N

If NO, explain why. (No new material, school break, tutee cancelled, tutee did not contact you, etc.)

2. Has the tutee missed any tutoring sessions? Y N

If YES, did the student contact you? Y N

Comments:

3. Does the tutee come prepared to the sessions? Y N

Comments:

4. Do you feel that the tutoring sessions are helping the student? Y N

5. How would you describe your tutoring sessions? (Productive, frustrating, rewarding, uncomfortable...etc.)

Comments:

6. Would you like to meet with the tutorial coordinator to discuss other tutoring concerns? Y N

Please contact Academic Skills with any questions or concerns at 208-5823 or jamesstewart@kings.edu