

STUDENT ACADEMIC SERVICES
BI-WEEKLY TUTOR SESSION REPORT FORM

To The Peer Tutor: For the purpose of effective advising, we require a summary of your tutoring interactions with the student named below. This form may be used for one or more sessions, and it must be presented to Student Academic Services by the time/dates listed on the reverse side of this report. Thank you for your cooperation.

Name of Peer Tutor _____

Name of Tutee _____ **Class Year** _____

Course (Ex. CH115) _____ **Professor** _____

Date	Session Comments: Indicate academic support provided, how well does the student understand the material, was the student on time/prepared, any additional support recommended, etc.	Start Time – End Time	Total Hours
INDIVIDUAL SESSIONS CAN BE NO LONGER THAN 2 HOURS TOTAL WEEKLY HOURS PER TUTEE NOT TO EXCEED THE NUMBER OF CREDIT HOURS OF THE COURSE			
		TOTAL HOURS	

Note: .25 = 15 minutes; .50 = 30 minutes; .75 = 45 minutes; 1.00 = 1 hour

Tutor Signature _____ (Required for payment)

Tutee Signature _____ (Required for payment)

Payment is contingent on submission of this form AND entering your hours in TimesheetX.

see reverse side for report submission schedule

Spring 2016 Student Employment

Pay Period Start and End Dates

PAY-PERIOD START DATE	PAY-PERIOD END DATE	PAYMENT DATE
January 25, 2016	January 29, 2016	February 5, 2016
January 30, 2016	February 12, 2016	February 19, 2016
February 13, 2016	February 26, 2016	March 4, 2016
February 27, 2016	March 11, 2016	March 18, 2016
March 12, 2016	March 25, 2016	April 1, 2016
March 26, 2016	April 8, 2016	April 15, 2016
April 9, 2016	April 22, 2016	April 29, 2016
April 23, 2016	May 6, 2016	May 13, 2016
May 7, 2016	May 13, 2106	May 27, 2016