



STUDENT SUCCESS CENTER

WRITING AND READING CENTER (WRC: ATC-309)

WEEKLY INDIVIDUAL TUTEE APPLICATION

We provide free drop-in and weekly individual tutoring for currently registered De Anza students. Students must be enrolled in the course for which they are requesting a tutor. Be sure to read our policies and procedures and sign the back of this application. For more information see www.deanza.edu/studentsuccess/ or contact us at 408-864-8682 or -5840.

Weekly Individual tutoring:

Students in classes below EWRT 1A/ESL 5 can request weekly individual tutoring for one hour per week (no instructor signature needed.) If necessary, students may request a maximum of two hours of tutoring per week, upon the supervisor's approval.

Note: An instructor's signature is required for weekly individual tutoring in transfer level classes (EWRT 1A/ESL 5 and above.)
:See Section II

For Administrative Use Only:

1. Tutor Assigned/Date: _____

3. Enrollment Check/OK: _____

2. Meeting(s) day/time _____

If not OK-reason:

- Not Enrolled
- Dropped Class
- Other:

Section I: Student Information

Name _____ Student ID #: _____
Last Name First Name

Phone (Home) _____ (Cell) _____ E-mail address _____

Answer the following questions. Please circle the answer.

Are you a registered De Anza student? **Yes / No**

Our program receives funding from DASB. Have you paid your DASB fees this quarter? **Yes / No**

Are you part of any of these De Anza programs?
DSS EDC EOPS SSRSC

Section II: Course Information

Note: A separate application is required for each subject in which you want weekly individual tutoring. Priority is given to students enrolled in classes below EWRT 1A, ESL 5, and students using EDC/DSS services. Tutoring for transfer-level courses subject to availability.

Instructors: Please refer students who will most benefit from weekly individual tutoring. Please encourage others to use drop-in and group tutoring.

In what course do you want a tutor?

Course Name: _____ Instructor's Name: _____

In what ways do you expect or hope that your tutor will help you?

Section III: Scheduling Information

Note: We'll do our best to assign you a tutor as soon as possible. If you do not receive a phone call or email from a tutor within one week of turning in your application, please check with the staff again.

I request the following tutor (if available/not guaranteed): _____

Indicate below **ALL** the times you have open for tutoring

Morning 8:30 AM – 12:30 PM

Afternoon/Evening 12:30 PM – 5:30 PM
 (5:30-7:00 M-Tue in ATC-309 only)

Mon from _____ to _____

from _____ to _____

Tue from _____ to _____

from _____ to _____

Wed from _____ to _____

from _____ to _____

Thu from _____ to _____

from _____ to _____

Fri from _____ to _____

Tutorial Centers close Friday at 12:30 PM

WRITING AND READING CENTER POLICIES AND PROCEDURES

Location and Phone Numbers of various tutorial centers on campus:

Math, Science & CIS Courses: S-43 (408) 864-8683
Writing & Reading: ATC-309 (408) 864-8682 or -5840
Acct/Bus, Social Science and Foreign Language: ATC 305 (408) 864-8252 or -8852

Welcome! For drop-in tutoring, please refer to the schedules posted in S-43, ATC 305, and the Writing and Reading Center (WRC) in ATC-309, or see www.deanza.edu/studentsuccess/. For weekly-individual tutoring, we will do our best to assign you a tutor as soon as possible. **If you do not receive a phone call or e-mail from a tutor within one week of turning in your application, please check with the staff.**

CELL PHONES, FOOD and NOISE: Be courteous to your fellow students—please do not bring food into your tutoring sessions, keep your voice low and your cell phone ringer OFF to maintain an environment free of disturbing distractions and to assure a positive learning experience for everyone.

ELIGIBILITY FOR TUTORING: You must be a currently registered De Anza student taking the course for which you are asking for a tutor. You also must have a completed Tutee Application on file.

NO-SHOW POLICY: If you cannot keep your tutoring appointment, you must call your tutor or the appropriate Center (408/864-8682 for ATC-305; 408/864-8683 for S-43; 408/864-5840 or -8682 for ATC-309) to leave a message in your tutor's mailbox. **NOTE: If you miss two appointments without notifying your tutor or staff 24 hours in advance, you will not be able to continue tutoring for the rest of the quarter.** If your tutor is more than ten minutes late, please let the Tutor Supervisor know.

LIMIT ON HOURS: Tutors normally work with students one hour per week. If necessary, you may work individually with a tutor for a maximum of **two hours** each week, **upon supervisor's approval.**

LOCATION/ CHECKING IN/OUT: You must check in and out at the front computer each time you are tutored. Please see staff if you are unsure about how to do this. All tutoring must be done in S-43 (Math/Science), ATC-305 (General Subjects only) or ATC-309 (EWRT/ESL), unless specifically approved by the Support Specialist.

NOTE: The WRC (ATC 309) may hold events Wednesdays and Thursdays from 12-2:00pm, so tutoring will take place in another location, which will be announced.

PREPARATION FOR TUTORING: Please do your class assignments BEFORE your tutoring sessions, and bring specific questions for your tutor. **Tutors are not allowed to correct your homework, edit papers, or give you answers.** Tutors can help you review your own work, and can explain concepts that are difficult for you.

EVALUATION: During the quarter, you will complete a student evaluation about your tutor, your progress and the Tutorial Center staff. Your opinions about our services are important to us!

TUTEE CONTRACT

I have read and understand the policies regarding tutoring:

- No Show Policy**
- Limit on Hours**
- Location/Check In-Out**
- Preparation for Tutoring**

I understand that if I do not follow the Center policies, I may not be able to use the tutoring services for the rest of the quarter.

Tutee's signature _____

Tutor's signature _____