

TUTEE APPLICATION FORM



Name: _____ ID#: _____

Telephone: _____ Email: _____

Program: _____ Year of Study: _____

Course: _____ Instructor: _____

What is the subject area causing difficulty? Please identify specific problem areas (i.e.: specific skill, course content, lab work, writing, reading, notes, and tests):

Are you a student receiving Academic Accommodations? Yes No

If yes:

1. Have you applied for a student loan? Yes No - If yes, which province? _____

Student Success Assessment

- Before my application can be processed, I must meet with the Student Success Coordinator (Dairy Building), to have an assessment about study skills, time management, organization, etc.

Signature of Student Success Coordinator or Coordinator of Academic Accommodations:

Tutor Recommendation

Please recommend a specific tutor if you like. This does not guarantee a match to that tutor.

Release of Information

I authorize the Student Success Coordinator to release my e-mail and phone number information to other students for the purpose of peer tutoring.

Student's Signature

Date

**Only students, who are making a considerable effort to do well in a course by attending class and reasonable use of help classes/tutorials offered by the instructor, and/or applying academic concepts, will be recommended by the instructor for tutoring help to the Student Success Coordinator. A recommended list of Tutors will be provided to the Tutee upon completion of this form.*

Instructor's Signature – Recommendation

Date

For Office Use Only

Assigned Tutor

Date

All applications must be submitted to the Student Success Coordinator or to Student Success, Dairy Building.

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Tutee Agreement/Code of Ethics Dalhousie University Agricultural Campus –Truro

As a tutee, I declare that I am a Dalhousie University, Faculty of Agriculture –Truro Campus student:

- Prior to completing the application, I must meet with the Student Success Coordinator (Dairy Building), to have an assessment about study skills, time management, organization, etc.
- Students with academic accommodations are required to meet with both the Student Success Coordinator and the Academic Accommodations Coordinator prior to tutor matching.
- Once I have completed a Tutor Request Form from Student Services, I will hear from the Student Success Coordinator regarding a tutor list.
- Tutor matching is based on date application is submitted and available tutors in the subject/area.
- Tutees are responsible for direct payment of fees to the tutors. Recommended fees: PhD students - \$20/hour, graduate students - \$15/hr and undergraduate students - \$12/hr.
- Please use the free Math and Physics (MAP) Centre located in the basement of the Dairy Building. Any tutor requests from these subjects/areas will be directed to MAP Centre.
- Tutoring sessions should be held in a public location.
- I will be punctual and keep appointments.
- If I am unable to keep an appointment, I shall inform the tutor at least 24 hours in advance. In this case, it is my responsibility to reschedule an appointment.
- I will abide by the Code of Ethics as follows (Please check the box beside each item to confirm your agreement)
 - I will come prepared for my tutoring session and be ready to explain the extent of my knowledge and where gaps exist.
 - I will bring my textbook, syllabus, notes, assignment, and any other material that will allow the tutor to understand what needs to be accomplished.
 - I expect my tutor to ask questions and make suggestions.
 - I do **NOT** expect my tutor to teach me material that I missed by **NOT** attending class.
 - I understand that tutorial services are supplementary to my classroom instruction and not a substitute for it.
 - I shall maintain academic integrity, and there will be a mutual understanding that my tutor is never to do work that I should be doing.
 - I will remember that my relationship with my tutor is professional and not personal.
 - I understand that my information is to be kept confidential by my tutor, but I agree that the tutor can discuss my progress with the Student Success Coordinator.
- I have read and understood this agreement/code of ethics in its entirety and, by signing it, explicitly state my concurrence.

Tutee Name (printed):

Tutee Signature:

Date: