Checklist for Tutors

Please make sure you complete the following items:

For one-on-one tutoring:

_____**Tutor/Tutee Agreement (first session only)**

_____**Student Information In-Take Form (first session only)**

_____**Student Report Form (every session)**

_____**Absentee Report Form (every missed appointment)**

_____**Review pledge guidelines for papers (each assignment)**

For drop-in center:

_____**Contact Security to Open the Humanities Resource Lab**

_____**Walk-in Students Sign-In Sheet (every session)**

_____**Maintain proper decorum in the Lab (no food or drink permitted)**

_____**Make sure the Lab is Closed and Locked (evening sessions)**