TUTORING REPORT FORM

Academic Enrichment Center                  Morrisville State College

** If not typing, please print neatly. Thank you.**

Part 1: Instructions for Students:

Full Name: ___________________________    Your M # (or Date of Birth): ___________________________

Major &/or School/Campus: _________________________________________________________________

Course Name & #: ____________________________________________________________

(for example, ACCT 102, ENGL 101, etc.)

Name of Instructor for Student’s Course: ___________________________________________________

Check any that apply to you:  EOP _______ CSTEP _______ ISP _______ VESID _______

Student-Athlete _______ Other _______

Part 2: Instructions for Tutors: Please type or neatly print the following information and either email document to TutorTrac@morrisville.edu or submit to staff of the Academic Enrichment Center for processing.

Full Name: ___________________________    Date: ___________________________

Time Started: __________________ (a.m. / p.m.)    Time Finished: __________________ (a.m. / p.m.)

Student brought texts, notes, calculator, laptop, etc. -    Yes _______ No _______ N/A

Student attempted homework or assignment before session -    Yes _______ No _______ N/A

Student completed necessary reading assignments -    Yes _______ No _______ N/A

Be specific: How did you try to help the student? What topics/assignments did you work on?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Part 3: Instructions for Work-Study Assistants or other AEC Staff:

Entered into
Banner by: ___________________________    Copies
 emailed by: ___________________________

Original: Tutoring Files    Copies: Instructor / EOP / CSTEP / ISP / VESID / Athletics / Other