

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