

Academic Skills Center Tutor Classroom Visitation Sheet

TUTOR NAME: _____

Visit Date and Time	Subject and Section	Instructor	Instructor Signature	Instructor Extension, Email, and Comments
1.				
2.				
3.				
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11.				
12.				

Academic Skills Center Tutor Classroom Visitation Sheet

Visit Expectations:

A “visit” is defined as speaking in front of a class, distributing your flyer, discussing with the students your tutoring subjects and availability, and answering student questions about the Academic Skills Center.

Before the Visit

1. Create a ½ sheet flyer to distribute to students to whom you will speak.
2. Take a dozen or so of Stephanie Braun’s business cards.
3. You must introduce yourself to at least twelve (12) instructors within the first four (4) weeks of the semester; meet with instructors from different subjects when at all possible. This will broaden your clientele and ensure that you receive multiple appointments and are able to maintain and perhaps increase your hours.
4. When you first meet with an instructor, be sure to introduce yourself and your purpose:
 - You are a peer tutor for the Academic Skills Center in which subjects?
 - You tutor at which campuses?
 - What makes you qualified to tutor for this course?
 - When can you have a few minutes of the instructors’ time to speak to at least 12 different classes?

During the Visit

5. Bring enough copies for each student you speak with to receive one of your ½ sheet flyers.
6. If a student has a question about the Academic Skills Center, please provide them with one of Stephanie Braun’s cards.
7. Present yourself in a professional manner; you are representing the department and may influence whether or not these students seek our services.

After the Visit

8. Kindly, ask the instructor to sign off on your Academic Skills Center Tutor Classroom Visitation Sheet.
9. You must visit twelve different instructors’ classrooms within the first four weeks of the semester; this sheet is due to Stephanie Braun by the fifth week of the semester.
10. All questions, comments, or concerns, should be directed to Stephanie Braun.