

## Tutoring Contract

Date:

Instructor:

Course:       CWP 099     CWP 101     CWP 102     Other (specify) \_\_\_\_\_

Dear \_\_\_\_\_,

In order to help you succeed in this course, I would like for you to complete \_\_\_\_\_ hours of one-to-one tutoring with a tutor from the Writing Help Desk located in Butler Library, Room 214 (Visit <http://ic.buffalostate.edu/writing.html> for hours of availability). Bring this form with you and have the tutor sign and date it when each session is complete. Bring the form to me whenever the tutor makes comments and/or when your total number of hours has been completed.

Hour 1: Tutor (print name)\_\_\_\_\_ (sign name)\_\_\_\_\_ Date\_\_\_\_\_

Hour 2: Tutor (print name)\_\_\_\_\_ (sign name)\_\_\_\_\_ Date\_\_\_\_\_

Hour 3: Tutor (print name)\_\_\_\_\_ (sign name)\_\_\_\_\_ Date\_\_\_\_\_

Hour 4: Tutor (print name)\_\_\_\_\_ (sign name)\_\_\_\_\_ Date\_\_\_\_\_

Hour 5: Tutor (print name)\_\_\_\_\_ (sign name)\_\_\_\_\_ Date\_\_\_\_\_

Hour 6: Tutor (print name)\_\_\_\_\_ (sign name)\_\_\_\_\_ Date\_\_\_\_\_

Hour 7: Tutor (print name)\_\_\_\_\_ (sign name)\_\_\_\_\_ Date\_\_\_\_\_

Hour 8: Tutor (print name)\_\_\_\_\_ (sign name)\_\_\_\_\_ Date\_\_\_\_\_

Hour 9: Tutor (print name)\_\_\_\_\_ (sign name)\_\_\_\_\_ Date\_\_\_\_\_

Hour 10: Tutor (print name)\_\_\_\_\_ (sign name)\_\_\_\_\_ Date\_\_\_\_\_

Dear Tutor:

Please work with the student on the following (specify below and/or attach assignment sheet):

Should you have any questions or concerns regarding this student and/or the course assignments, please feel free to contact me at \_\_\_\_\_ or The College Writing Program at 878-3466.

Thank you!

Student's signature (optional: gives consent for instructor and tutor to discuss meeting): \_\_\_\_\_

Tutor's comments (Use back of form if needed):