

1. Fill in the top page and turn BOTH pages in to me right after first printing it. *You may not count any visits before this date.*
2. Turn in both pages every week after the first printing date.

OPTION #'s (All options require a minimum of ½ hr/visit and a maximum of 2 hr/day.)

1. If you start tracking your visits during week 1 and go at least 2.5 hour/week, you earn 10 points. (≥12.5 hours needed)
2. If you start tracking your visits during week 2 and go at least 4 hours/week, you earn 10 points. (≥16 hours needed)
3. If you start tracking your visits during week 3 and go at least 6 hours/week, you earn 10 points. (≥18 hours needed)

This credit only applies to **NWACC tutors** who are listed to **tutor YOUR course**. They can be found:

In the **Learning Lab** (CEF 1109) and in the **Math Café** (SC 314). I also qualify as a tutor for these purposes.

On-line tutoring appointments can be set up by calling the Learning Lab at (479) 619-4241.

Please SEE MS. OLSON for help filling in this top portion or if you have any questions.

STUDENT COMPLETES UPON PRINTING (AND TURN IN BOTH PAGES A.S.A.P.):

Date you first turn in the form: _____		= Option # _____		
Student's Name: (PRINT):		Semester (circle one), Year:		
_____	_____	Summer, _____		
LAST,	FIRST			
Course Name (circle one):		CRN (Line Number):		
PreAlgebra	Beginning Algebra	Intermediate Algebra	College Algebra	_____
				(see your schedule)
Other course (specify): _____				

NOTES TO THE STUDENT:

- A **MINIMUM of ½ HR** per visit and a **MAXIMUM OF 2 HR total time/ DAY COUNTS** towards extra credit hours.
- Treat the tutors with kindness and respect. They are neither your dumping ground, nor your miracle the day of the test.
- Don't go in just before a test and expect to have them help you "learn it all" in an hour.
- Don't expect the tutor to lecture material for a class you missed. That is not their job.
(If you miss a class: read the text, try the examples, **watch the text-based videos**, and TRY the homework. **Then** approach me or a tutor with questions about it.)
- Tutors in the Learning Lab and Math Café are there for **everyone** (even you). If you need help, you may need to speak up and ask for it. But don't expect hours of private tutoring. (You may get it if you pick the quiet times, but don't count on it every visit.)

STUDENT COMPLETES (JUST BEFORE THE FINAL EXAM):

Total Hours Completed (with ½ ≤ 2 hr per day) = _____ (copied from the next page).
Points will be given based on any percentage of the required hours based on your option number (i.e., if you went 10 hours starting week 2, this is option 2 (before week 3) and you would receive 10/16*10 or 6 points out of the 10, after rounding).
TOTAL POINTS EARNED (total hours/hours required by your option # above*10 - round to the nearest whole point) _____

Please SEE MS. OLSON for help filling in this bottom portion or if you have any questions.

NOTES TO THE TUTORS – Please read this carefully before signing the first time.

- Please sign with **your full name legibly after** your first session with this student. Your initials are sufficient after that.
- Please read the NOTES TO THE STUDENT on the cover page.
- Please **ONLY SIGN** for the **current** visit at the **end** of that session. Please **don't** just have them count total hours present, but help them put down an honest estimate of total time **spent on task**.
- The purpose of this process is for the student **to get help** in this subject. By signing/initialing, **you, the tutor**, are stating that this student has had their questions answered in a **CONSTRUCTIVE manner**, so he/she now has a **better understanding** of the required material.
- If the student is working on a Quiz/Test **Correction** during the session, please try to help with the entire process (not just “do the problem right”). My students receive an explanation sheet for these. Please don't hesitate to ask to see it. Please initial near (just) problems where you help them, since you may not be the only one to help them do this project. The goal in completing these is their deeper understanding of correct mathematical process.

Thanks, Carol Olson J

DATE	TIME IN	TIME OUT	HOURS (to the nearest ¼ hr, max. = 2 hr/day)	Each different tutor Signs 1st time (Legibly Please) and may initial thereafter.
Total Hours:				(Student Calculates BEFORE turning the last time.)