

Campus Academic Resource Program

Referral Form for Tutoring

INSTRUCTIONS:

- Fill out the form below, providing as much detail as possible. *Please note that this form must be completed collaboratively by the professor and the student.*
- Submit this form to CARP's Administrative Office in HSS 346. We are open Monday through Thursday from 9:00AM-8:00PM and Friday from 9:00AM-2:00PM.
- CARP's Senior Program Coordinator and the appropriate Unit Coordinators will review this form, and a CARP staff member will contact you with additional details.

Student Information:

Name: _____

Course: _____

Phone: _____

Email: _____

Professor Information:

Name: _____

Email: _____

What form of tutoring do you believe would most benefit the student? (See below for more detail)

Contracted Appointments

As Needed Appointments

- Contracted Appointments: Pre-arranged weekly sessions at the same time with the same tutor. Contracted appointments are reserved for students who will benefit most from more structured academic support.
- As Needed Appointments: Students can make appointments as they are needed, up to two appointments per week per unit. Appointment times and tutors can vary. Most students who come to CARP utilize as needed appointments.

*Contracted appointments are offered at the discretion of the CARP Senior Program Coordinator.
Completing this form does not automatically guarantee a contract.*

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Please complete the appropriate category (WRSS *or* MSB), providing the specific topics in which the student requires further support.

Writing, Reading and Study Skills (WRSS) Unit

Grammar (e.g. verb tenses, articles): _____

Reading (e.g. comprehension, annotating): _____

Writing Process (e.g. brainstorm, outline): _____

Writing Conventions (e.g. transitions, topic sentences): _____

Study Skills (e.g. time management, note-taking): _____

Other (please explain): _____

Math, Science, and Business (MSB) Unit

Understanding concepts: _____

Retaining information: _____

Converting from word problems to equation form: _____

Analyzing content (e.g. reading data tables or graphs): _____

Other (please explain): _____

Additional Questions:

Please complete this section with as much detail as possible. Some questions will be for the professor while others are for the student.

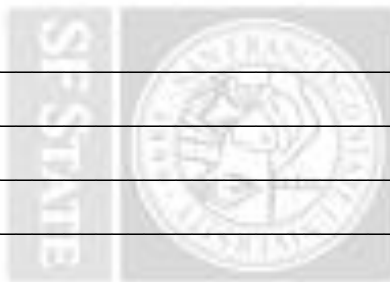
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Professor:

1. What types of assignments will this course require? Please provide any important details that CARP should be aware of about the course.



Student:

2. What concerns do you have about the tutoring process?

3. What are your goals for seeking academic support at CARP? Please be specific.

4. Is there any additional support you will need that we should be aware of in order to best help you with your academic pursuits?

5. What learning strategies have worked or not worked for you in the past? Please be specific.

Professor Signature: _____

Date: _____

Student Signature: _____

Date: _____