

TUTORING SERVICES WORK LOG FORM

WEEK # and DATES: Week # 1 - 8/26/07 - 9/1/07									Activity (Record # of Hours)									
TUTOR NAME:									Hours with Student Contact	Approved Activities with No Student Contact	Assigned Professional Development Hours	Bench Time Hours, if Eligible	Completed Recordkeeping? ✓ = Yes					
	SU	M	TU	W	TH	F	SA	Total										
Hours with Student Contact																		
Approved Activities with No Student Contact (from Approved List)																		
Assigned Professional Development Hours (not included above)																		
Bench Time Hours, if Eligible (i.e., holiday, vacation, sick)																		
Total Number of Hours (must match timecard):																		
DAY	TIME (from/to)	Brief Description of Activity						Attendance-										
M	9-10	Joe Tutee (1:1)						1	1									
M	10-12	SI session-Math121						7	2									
M	1-2	Walk-in MATH tutoring						5	1									
M	2-3	Calculator Workshop - Linear Regression						4	1									
M	3-4	Online Tutoring-Math112						8	1									
T U	9-10	Mary Tutee (1:1) dropped tutoring. Drafted a handout on "How to Factor Trinomials in 30 Seconds!!"						0		1								
T U	10-11	SI session-CHEM251 Drafted a handout about isomers						0		1								
T U	11-12	Study Skills Workshop - Time Management - helped front staff with mailing and stuffing						0		1								
T U	12-12:30	Jack Tutee (1:1)						1	.5									
T U	12:30-1	Helped front desk staff with mailing						0		.5								
W	9-11	Tutor Orientation						NA			2							
W	11-12	Exploration-Master Student						NA			1							
W	1-4	Group Leader Meeting						NA			3							
W	4-6	Worksheets for CHEM151						NA		2								
T H	2-4	Bench time - Holiday						NA				2						
F	9-11	Inservice						NA			2							
F	11-12	MATH112 Class						NA	2									
F	1-2	Study Group-BIOL121						15	1									
F	2:2:30	Meeting with instructor						NA		.5								
TOTAL HOURS PER COLUMN (Page 1):																		