

The Tutoring Program at DCC Client Worksheet



Name _____ Date _____

This worksheet must be completed as you step through the client orientation PowerPoint. Responses should be neat, legible and in full sentences. Completed worksheets must be submitted to the tutoring coordinator before client-tutor matches will be made. Worksheets will be filed in the Tutoring Office for future reference by the tutoring coordinator.

DCC Writing Center

After viewing the Writing Center web site respond to the following:

- a) Where is the Writing Center located?

- b) What are the hours for the Writing Center?

- c) What type of help will Writing Center tutors provide?

- d) How should students prepare for a visit to the Writing Center?

- e) Have you ever gone to the Writing Center? _____
- f) Do you think attending might help you? _____

DCC Math Center

After viewing the Math Center web site respond to the following:

- a) Where is the Math Center located?

b) What are the hours for the Math Center?

c) What type of help will Math Center tutors provide?

d) How should students prepare for a visit to the Math Center?

e) Are appointments needed?

f) Have you ever gone to the Math Lab? _____

g) Do you think attending might help you? _____

Review of the Tutoring Program's Policies

Tutoring is free to DCC students, however in order to receive this free service you are **required** to properly document your tutoring time and notify **both the tutor and the Office of Academic Services & Testing** if you cannot make a session.

Before receiving your match, you must complete the following questions.

a. What must you bring to each tutoring session?

b. How must you record your tutoring sessions?

c. Tutoring is a weekly commitment. How many 'no-shows' are you allowed before you are dismissed from the program?

d. In the event you must cancel a session, what is your responsibility? (Be aware: excessive cancellations also result in dismissal)

e. If your tutor does not show within 10 minutes of the appointed time, what must you do?

Signature _____ Date _____



SS# _____

Your orientation is now complete. Submit this completed worksheet to the Tutoring Coordinator in Hudson 315. Remember to check your e-mail daily for tutoring notifications. If you have any questions, do not hesitate to contact Sally Weglinski at 431-8091 or Tracey Mackey at 431-8481.

Did you find this orientation informative and helpful? Please comment.
