



PEER TUTORING

Report of Tutoring

Please read instructions below before completing form

Tutor Name: _____ Student Number: _____

This report covers the time period: _____ to _____ inclusive

Tutee's Name	Program	Sem.	Yr.	Subject	Date Tutoring Provided	Number of Hours Tutoring Provided	Tutee's Signature

Total Individual Hours Tutored: _____ Total Group (2 or more students) Hours Tutored: _____

I certify that this is an accurate report of my tutoring hours for the time period indicated above.

Tutor Signature

*Instructions:

1. Each tutoring session must be signed by the tutee. Enter "n/s" for a "no-show" (claim 0.5 hours—see the Tutoring Coordinator for more details).
2. Keep track of your hours. Each tutee is entitled to 10 hours of tutoring per subject each semester. You will not be paid for tutoring in excess of this limit (no exceptions)
3. Hand in these reports with your Sheridan paysheets regularly. You may not carry over hours more than two pay periods.
4. Tutors may work a MAXIMUM of 10 hours per week

Check off if applicable— Please do not assign me any more tutees for now (put a hold on my file) I will contact The Career Centre should I wish my file to be reactivated



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