



Tutorial Plan
Educational Support Center of Harcum College

Room 217/AC Bldg 610-526-6103

Last Name _____ First Name _____ Date _____

Gender _____ Semester _____ 1st/2nd year _____ Major _____

Current Address _____

Phone 1 _____

Phone 2 _____

Harcum E-mail _____

E-mail 2 _____

Have you been tutored here before? Yes No

Are you an SSS student? Yes No Don't Know

Who referred you to the ESC? _____

List the course(s) you will need tutoring in.

Course 1 _____	Instructor _____
Course 2 _____	Instructor _____
Course 3 _____	Instructor _____
Course 4 _____	Instructor _____

Best time to come for tutoring? (Please think of more than one option) _____

Please list any study skills you have problems with and need the tutor to help you with:

Student Signature _____

Please Read, Sign and Adhere to the Following Student Agreement.

Student Agreement

1. I will meet my tutor at the agreed upon times.
2. If I am unable to attend a tutoring session, I will notify the ESC at least 2 hours in advance
3. If I do not show up to more than two sessions, my tutorial services may be discontinued for the remainder of the semester. However, unusual and extenuating circumstances can be evaluated for possible continuation of tutorial support.
4. I understand that tutorial services **only supplement** my classroom instruction and are not a substitute for it.
5. I agree to attend class regularly and do my assignments on time.
6. I agree to try any new learning strategies the tutor teaches me.
7. I agree to evaluate the quality of tutorial service as requested by ESC staff.
8. If the tutorial service I receive is not satisfactory or beneficial to me, I agree to discuss the situation with the Director of the ESC.
9. I agree to allow the tutor to occasionally discuss my progress, with the **Director of the ESC and my instructor**. Outside of discussions with the Director and my instructor, I understand that my tutor will keep details of my tutoring sessions **confidential**.

Student _____

Date _____

**Please submit this form to soulamine@harcum.edu
Or drop it off in room 217, on the 2nd floor of the Academic Center Building.**

For Office use Only				
Tutor	Day	Time	Course	Start Date