

Tutoring Contract

Date:

Instructor:

Course: CWP 099 CWP 101 CWP 102 Other (specify) _____

Dear _____,

In order to help you succeed in this course, I would like for you to complete _____ hours of one-to-one tutoring with a tutor from the Writing Help Desk located in E. H. Butler Library 157B (Visit <http://ic.buffalostate.edu/writing.html> for hours of availability). Bring this form with you and have the tutor sign and date it when each session is complete. Bring the form to me whenever the tutor makes comments and/or when your total number of hours has been completed.

Hour 1:	Tutor (print name)_____	(sign name)_____	Date_____
Hour 2:	Tutor (print name)_____	(sign name)_____	Date_____
Hour 3:	Tutor (print name)_____	(sign name)_____	Date_____
Hour 4:	Tutor (print name)_____	(sign name)_____	Date_____
Hour 5:	Tutor (print name)_____	(sign name)_____	Date_____
Hour 6:	Tutor (print name)_____	(sign name)_____	Date_____
Hour 7:	Tutor (print name)_____	(sign name)_____	Date_____
Hour 8:	Tutor (print name)_____	(sign name)_____	Date_____
Hour 9:	Tutor (print name)_____	(sign name)_____	Date_____
Hour 10:	Tutor (print name)_____	(sign name)_____	Date_____

Dear Tutor:

Please work with the student on the following (specify below and/or attach assignment sheet):

Should you have any questions or concerns regarding this student and/or the course assignments, please feel free to contact me at _____ or The College Writing Program at 878-3466.

Thank you!

Student's signature (optional: gives consent for instructor and tutor to discuss meeting): _____

Tutor's comments (Use back of form if needed):