Request for Embedded Tutoring

The Office of Academic Support makes tutors available on a first-come, first-served basis for use in Writing and Writing-Intensive courses based on availability. Please provide the following information if you would like to request a tutor presence in the classroom.

Name: ____________________________ Email: ____________________________

Course and Section for which you would like to use a tutor: ____________________

Day and Time of the Course: ______________________________________________

Date(s) You Are Requesting Assistance: ________________________________

Timeframe within Class Time (ie 1 hour, 2 hours): ____________________

Materials Tutor Might Need for Preparation: ____________________________

Purpose of Tutor Use

Facilitation of small groups

Reading assistance

Generating ideas individually

Help with CCOL

Explaining grammar or mechanics

Individual topic development

Assistance with double-entry journal

Providing examples of material discussed individually

Feedback during peer-editing

APA citation assistance

Assistance building annotated bibliography

Other: ____________________________

Please return this form to Rebecca Sheils, room 319.

Availability of tutors and introductions to tutors will be confirmed through email.

Rebecca Sheils
617-873-0191
rebecca.sheils@cambridgecollege.edu