



Office of Academic and Disability Support
Room 319
1000 Massachusetts Avenue
Cambridge, MA 02138

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