



Learning Center

Request for Group Tutoring

In order to obtain a Tutor, please:

1. Fill out this request form
2. Return form to the Learning Center, Assistant Director-Tonya Smith- Room 154 Greenwood Library
3. Please see website for current times and locations of group meetings:
www.longwood.edu/learning

Name: _____ Date: _____

LU ID# only: _____ Class Rank: FR SO JR SR

Phone: _____ E-Mail: _____

Subject desired for group learning:

Course title: _____

Dept. Code (4 letters): _____ Course Number: _____

Instructor's Name: _____

Are there any special circumstances we should be aware of, i.e. learning disability or time constraints? If so, please explain. (Confidential)

The Learning Center has my permission to contact my instructor to share material discussed and check on my progress. Yes _____ No _____
I have read and understand the attached expectation sheet for academic coaching groups.

Signature _____ Date _____
-----Office Use Only-----

Group () ICS () Date approved _____ Coach _____



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Expectations of Students in Peer Academic Tutoring Groups

- Attend at least one session per week (two sessions are recommended.)
- Prepare in advance- this means reading (including handouts) and completing any homework problems to the best of your ability. Come prepared with questions.
- Bring our notes and your book- tutors may ask to see these to evaluate your needs.
- Tutors are prepared to help you learn **how to learn** material - this is not a session to do your homework.
- Bring graded or returned assignments with you- this will help with item evaluation, discussion and planning.
- Be patient! When tutors are working with another student, offer to work with another student on concepts you understand - we learn best by explaining things to others.
- Communicate with your instructor and attend class regularly. Group sessions are not a replacement for attending class.
- Bring a positive attitude.
- Note: The Learning Center will provide information to instructors as to attendance and material discussed if permission is granted.