

EMAIL TUTORING ASSIGNMENT NOTICE FOR TUTOR

To:
From: Learning Center tutorial@axe.humboldt.edu
Subject: Tutoring Assignment

EXAMPLE:

Course: Chem 109
Instructor: Frankenstein

Date: 9/1/04
Time: 1:00-2:00

Tutee: Jane Day
Email: jd1@hsu
Phone: 826-0000
Notes:
Status: EOP or Self Pay (SP)

If we set the appointment time, please contact the tutee before the first meeting time to verify the first tutoring appointment (if you don't hear from the tutee please come to the tutoring appointment anyway.)

If we made a TBA (to be arranged between the tutor and tutee) assignment, please contact the tutee to arrange your first tutoring appointment.

MAKE SURE TO COME IN TO THE LEARNING CENTER TO PICK UP YOUR TUTEE'S "STUDENT PROFILE" AND APPOINTMENT SLIP PRIOR TO YOUR FIRST MEETING.