

**TUTORIAL SERVICES MONTHLY ASSESSMENT:
UPDATES ON PROGRESS AND MATERIAL COVERED**

University Tutors: please complete the following form and return to Advising & Learning Support in OneStop Student Services, which is located in 253 University Hall, by the 15th of each month (along with time sheet and brief session report). You are only required to fill out this form one time per pay cycle, as opposed to the weekly session report which must be updated during each tutoring session. The original will be kept on file in our office, and I plan to mail a copy to your tutee's professor. We ask you to be as specific as possible so that instructors are made aware of their students' progress and specific areas on which you are focusing.

Please explain the purpose of this form to your tutee and ask him/her to initial in the space indicated below. If your tutee *does not* want a copy sent to the professor, please write "no" on the designated line. We must have the student's permission to provide information to instructors. Thanks for your hard work!

Tutor Name _____ Date _____

Tutee Name _____

Course(s) Being Tutored _____ Instructor Name _____

Summary of Material Covered During the Past Month's Sessions

Tutee Progress During Past Month

Suggestions Offered to Tutee

Tutee Initial _____

Permission to Send Copy to Instructor _____

(Yes, No)