



STUDENT TUTOR REQUIREMENTS

Liberty High School

Requirements & Instructions

A student may earn one (1) credit per semester. Tutoring allows selected students to assist other students under the supervision and guidance of a certified teacher. ***A student will initially be scheduled as a Teachers Assistant (.5 credit) and it will only be changed at the end of a semester if the requirements for a tutor are fulfilled and the proper paperwork is submitted to the guidance office.***

Student tutor requirements

- Must be a junior or senior on track to graduate
- Received an "A" in the class for which you are tutoring

In order to receive a tutor credit, the student must:

- Keep a daily log/journal of how you assisted students in class (min. 10 hours direct student tutoring)
- Prepare a final report that includes a minimum of two typed pages describing your tutoring experience, what you have gained personally, how this will help you with your future plans, and how you can/will use this experience in your future
- Adhere to and be accountable for all school rules and policies
- Turn in completed tutor packet to your counselor

In order for the student to receive 1 full credit the teacher must:

- Assure that tutor will have one-on-one contact helping students on a daily basis
- Monitor/sign daily log kept by the student
- Complete Post Evaluation of student
- Record final grade for tutor

Return all of the following to your Counselor:

To be considered for Tutor credit, ALL of the following MUST BE COMPLETED TWO (2) WEEKS BEFORE THE END OF THE SEMESTER AND TURNED IN TO YOUR GUIDANCE COUNSELOR!

- ✓ Tutor Final Checklist
- ✓ Student Pre-Approval Contract
- ✓ Teacher Evaluation Form
- ✓ Student Post-Evaluation Form
- ✓ Daily Journal
- ✓ Final Report

TUTORING FINAL SUBMISSION CHECKLIST

STUDENT NAME _____

TEACHER NAME _____

CLASS _____

COUNSELOR _____

Submit:

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STUDENT TUTOR PRE-APPROVAL CONTRACT:

Date: _____

Counselor: _____

☐

TEACHER EVALUATION FORM

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STUDENT POST-EVALUATION

☐

DAILY JOURNAL, *describing tasks completed while doing tutor service hours*

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FINAL REPORT, *describing and analyzing overall tutoring experience. Must be 2 pages typed and include what you gained through the opportunity and how it may help you in your future.*

COUNSELOR SIGNATURE: _____ DATE _____

Tutor packet has been reviewed and _____ credit is: ☐ awarded ☐ denied

For the _____ term 20____ - 20____ school year.

ADMINISTRATOR _____ DATE _____

Liberty High School

Student Tutor Pre-Approval Contract

*This must be turned in to your counselor **in the first 4 weeks of the semester** if you are seeking Tutor credit.*

Student Name _____ ID # _____ Grade _____

What mark did you receive in this class _____

What is your GPA _____

Teacher Name: _____ Counselor: _____

Class Name: _____ Period _____ Semester _____ Room # _____

Teacher Signature: _____

Teacher Justification for Tutor (teacher to fill out): _____

Administrator Signature: _____

I have read and understood the requirements and instructions page. I agree to comply with all tutoring rules, and guidelines of the classroom, and I agree to represent my school with integrity and honor while tutoring. I acknowledge that I must comply with these requirements in order to receive credit.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Counselor Signature _____ Date _____

Student Signature for Tutor Packet received by student: _____

***NOTE – student will initially be placed as a T.A. (.5 credit) with this contract. It will be changed to a tutor credit (1 credit) upon completion of the course if ALL requirements are met and packet submitted by the given deadline.**

******Second semester seniors that need the full credit to meet the graduation requirements will not be allowed to tutor.**

TEACHER EVALUATION FORM

COMPLETED BY INSTRUCTOR IN CLASS

Name _____ ID # _____

Class _____

A. ATTENDANCE:

Did the student come regularly when scheduled?

☐ Yes ☐ No

B. INTEREST AND CONCERN:

Did the student relate well with your students?

☐ Yes ☐ No

Was he/she caring in his/her attitude and behavior?

☐ Yes ☐ No

C. PERFORMANCE REVIEW:

Please rate student's performance using the following rating scale:

1. Always 2. Most of the Time 3. Usually 4. Sometimes 5. Never

Responsibility and Dependability _____

Following and Carrying Out Instructions _____

Showing Initiative _____

D. LETTER GRADE:

Based on the above criteria, please check the grade you feel would be appropriate.

☐ A ☐ B ☐ C ☐ D ☐ F

E. OTHER COMMENTS:

Please include any personal observations you might have which would assist us in evaluating our student's performance in his/her work with you.

Signature of Teacher _____ Date of Evaluation _____

STUDENT POST-EVALUATION FORM

Completed by student participant

Student Name: _____ ID # _____
Last Name First Name

Semester: (Check One) ☐ Fall ☐ Spring 20____ - 20____ Counselor _____

Classroom where you volunteered your tutoring hours: _____

In order to obtain the greatest benefit from the Student Tutor Program, your evaluation is critical to the future success of student tutoring. Be as specific and candid as possible in your response to the items below:

1. Was the tutoring experience what you expected? ☐ Yes ☐ No

Why or why not? _____

2. Would you recommend this to others and why? _____

3. Were your duties educational, informative, or stimulating? ☐ Yes ☐ No In what way?

4. Was your teacher helpful in providing the atmosphere and direction you needed?

5. How did your journal and final report enhance your on-site experience?

Student Signature

Date

Tutor Daily Journal

Record/date/minutes and describe direct tutoring contact with students; must have minimum of 10 hours over the course of semester.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

***Please attach additional pages as needed**

Teacher Signature for Daily Journal _____

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Record/date/minutes and describe direct tutoring contact with students; must have minimum of 10 hours over the course of semester.

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Teacher Signature for Daily Journal _____