

Please list **your available times** for appointments:

1. _____
2. _____
3. _____
4. _____

(Office use only)
Intake booked for _____ 20____, at _____
(date) (time)

Learning Centre



Request for Tutoring – F2F (Face to Face)

To get face to face tutoring in the Learning Centre, please fill out this form. Bring the completed form to either Learning Centre to make your first appointment.

TO BE COMPLETED BY THE STUDENT																																						
Date: _____																																						
Student Name: _____	Student Number: _____																																					
Phone No.: _____	Alternate Phone No. or email address: _____																																					
For which courses do you want help? (e.g. English 1130 or BIOL 1210)																																						
Course & Number: _____	Instructor _____																																					
Course & Number: _____	Instructor _____																																					
Course & Number: _____	Instructor _____																																					
Below, please mark an "X" next to 2 or 3 areas that you want help with most.																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2" style="text-align: center; padding: 5px;">Writing Skills</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;">Research skills</td><td style="width: 30px;"></td></tr> <tr><td style="padding: 2px;">Pre-writing strategies</td><td></td></tr> <tr><td style="padding: 2px;">Thesis Development</td><td></td></tr> <tr><td style="padding: 2px;">Idea Organization</td><td></td></tr> <tr><td style="padding: 2px;">Editing Strategies</td><td></td></tr> <tr><td style="padding: 2px;">Grammar Exercises</td><td></td></tr> <tr><td style="padding: 2px;">Documenting Skills (APA, MLA...)</td><td></td></tr> </tbody> </table>	Writing Skills		Research skills		Pre-writing strategies		Thesis Development		Idea Organization		Editing Strategies		Grammar Exercises		Documenting Skills (APA, MLA...)		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2" style="text-align: center; padding: 5px;">Reading skills</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;">Reading comprehension</td><td></td></tr> <tr><td style="padding: 2px;">Textbook reading strategies</td><td></td></tr> <tr><td style="padding: 2px;">Taking notes from reading</td><td></td></tr> <tr><td style="padding: 2px;">Vocabulary Development</td><td></td></tr> </tbody> </table>	Reading skills		Reading comprehension		Textbook reading strategies		Taking notes from reading		Vocabulary Development		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2" style="text-align: center; padding: 5px;">Study Skills</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;">Time management</td><td></td></tr> <tr><td style="padding: 2px;">Taking lecture notes</td><td></td></tr> <tr><td style="padding: 2px;">Studying for tests</td><td></td></tr> <tr><td style="padding: 2px;">Taking tests</td><td></td></tr> </tbody> </table>	Study Skills		Time management		Taking lecture notes		Studying for tests		Taking tests	
Writing Skills																																						
Research skills																																						
Pre-writing strategies																																						
Thesis Development																																						
Idea Organization																																						
Editing Strategies																																						
Grammar Exercises																																						
Documenting Skills (APA, MLA...)																																						
Reading skills																																						
Reading comprehension																																						
Textbook reading strategies																																						
Taking notes from reading																																						
Vocabulary Development																																						
Study Skills																																						
Time management																																						
Taking lecture notes																																						
Studying for tests																																						
Taking tests																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2" style="text-align: center; padding: 5px;">Other</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;">Specify: _____</td></tr> </tbody> </table>	Other		Specify: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2" style="text-align: center; padding: 5px;">Computer Skills</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;">Keyboarding help</td><td></td></tr> <tr><td style="padding: 2px;">Name of program(s): _____</td><td></td></tr> <tr><td style="padding: 2px;">Name of program(s): _____</td><td></td></tr> </tbody> </table>	Computer Skills		Keyboarding help		Name of program(s): _____		Name of program(s): _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2" style="text-align: center; padding: 5px;">Course Content</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;">Specify: _____</td></tr> <tr><td style="padding: 2px;">Concepts</td><td></td></tr> <tr><td style="padding: 2px;">Problem solving strategies</td><td></td></tr> </tbody> </table>	Course Content		Specify: _____	Concepts		Problem solving strategies																			
Other																																						
Specify: _____																																						
Computer Skills																																						
Keyboarding help																																						
Name of program(s): _____																																						
Name of program(s): _____																																						
Course Content																																						
Specify: _____																																						
Concepts																																						
Problem solving strategies																																						

If you have any questions, please contact either Learning Centre:

New West Campus

604-527-5539

Room 2209

David Lam Campus

604-777-6139

Room A1040

Learning Centre Tutoring Approach

The Learning Centre is here to help you do better in your Douglas College Courses and become a more successful student. Peer tutors can help you work on your academic skills (writing, reading, study, math and computer skills) and your understanding of course concepts.

Peer tutors are students who are hired and trained by the Learning Centre. They are not college instructors; when they can't help you, they may refer you to a Learning Centre faculty member or to your instructor.

NOTE: If you want input from your course instructor, ask your instructor to complete the section below. The Learning Centre keeps your personal information confidential; we will not talk to anyone outside the Learning Centre about your work with us unless you give us permission.

If your instructor asks, may we give information to them about your work with us? Yes _____ No _____

Please tell us below what you would like us to work on with your student.

Instructor input:
(optional)

Do you want feedback at the end of the term about this student's work? Yes _____ No _____

Instructor Signature: _____ Date: _____

Conditions of Meeting with Tutors

- I agree that my tutor will not do my work for me, nor supply answers, ideas or wording for assignments that I must submit as my own work in accordance with the Douglas College Academic Honesty policy. <http://www.douglas.bc.ca/about/policies/edu/academdis.html>
- I agree to prepare for each tutoring session. To be prepared means:
 - to do as much work as possible before I see a tutor
 - and to bring specific questions about the work I am having trouble doing.
- I agree not to ask a Learning Centre tutor for help outside the Learning Centre.
- I understand that my appointment may be given to another student if I am more than 10 minutes late.
- I understand that I may lose my regular weekly tutoring appointment time if I miss an appointment without giving reasonable notice (at least 24 hours preferred).
- I understand that I may receive no further tutoring appointments if I miss 2 appointments without giving reasonable notice (at least 24 hours preferred).
- I understand that tutoring sessions will be 50 minutes long.

I have read and understood this agreement:

Student Signature _____

Date _____