



## Weekly Tutoring Groups Policies & Request Form

**Weekly Tutoring Groups are currently available for the following courses:**

**BIO:** 101, 102, 121, 242    **CHM:** 101, 103, 112, 124, 191, 192, 227, 228    **CMB:** 201, 211, 311    **CSC:** 211, 212  
**ECN:** 201, 362, 363    **MTH:** 099, 100X, 111, 131, 141, 142, 243, 244    **PHY:** 111, 112, 203, 204    **STA:** 220, 308

**PLEASE READ THE FOLLOWING POLICIES BEFORE COMPLETING THE FORM:**

### **Request Policy:**

To request a group you must have between **2-6** students from the **same course** with the **same instructor**. If you are unable to find classmates to create a group with, please contact Skye Mendes at [skyeahawkins@uri.edu](mailto:skyeahawkins@uri.edu) to see if there is an existing group to join. Despite our best efforts, we might be unable to find a time that works with your and our tutors' schedules. If we are unable to meet your request, please use our walk-in center. If you have a request for group tutoring in a course not listed above, please contact the AEC and we will see if we are able to accommodate your request. Groups are not offered for labs; please see your TA/instructor for assistance.

### **Attendance Policy:**

Attendance is expected and will be taken by the tutor each week. We require attendance because we know students learn best when working with the material regularly and because having the same group will allow the tutor to get to know all group members and help keep you on track week to week. If any group member accumulates more than two unexcused absences, that student is subject to dismissal from the group (but can continue to use our other services). If you need to miss a group meeting, please call the AEC Reception Desk at 401-874-2367 at least 24 hours in advance.

### **Additional Policies:**

Arrive on time. Bring materials and questions. Be prepared to work together. Group tutoring is not a substitute for attending class, as tutoring is not primary instruction. Groups are intended to help you master content through active learning; though this may occasionally involve talking through homework problems, homework help is not the purpose of the group. No graded take-home quizzes or exams may be discussed in groups. Additional students may be added to your group if the group is not full (6).

### **Ready to get started?**

Please see next/reverse page for form. Your request will receive a response within 48 business hours (M-F). You can submit the form to Skye Mendes ([skyeahawkins@uri.edu](mailto:skyeahawkins@uri.edu)) or bring a hard copy to Roosevelt Hall Rm 407.

# AEC: WEEKLY TUTORING GROUP REQUEST

<b>COURSE:</b>	<b>INSTRUCTOR:</b>
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Please complete for each student requesting the group (minimum 2):

<b>Full Name:</b>		<b>URI Student ID #:</b>	
<b>URI E-mail:</b>	@my.uri.edu	<b>Cell Phone Number:</b>	

<b>Full Name:</b>		<b>URI Student ID #:</b>	
<b>URI E-mail:</b>	@my.uri.edu	<b>Cell Phone Number:</b>	

<b>Full Name:</b>		<b>URI Student ID #:</b>	
<b>URI E-mail:</b>	@my.uri.edu	<b>Cell Phone Number:</b>	

<b>Full Name:</b>		<b>URI Student ID #:</b>	
<b>URI E-mail:</b>	@my.uri.edu	<b>Cell Phone Number:</b>	

<b>Full Name:</b>		<b>URI Student ID #:</b>	
<b>URI E-mail:</b>	@my.uri.edu	<b>Cell Phone Number:</b>	

<b>Full Name:</b>		<b>URI Student ID #:</b>	
<b>URI E-mail:</b>	@my.uri.edu	<b>Cell Phone Number:</b>	

<b>SCHEDULING:</b> Please indicate desired days/times that all group members would be able to meet. Groups meet for <b>50 minutes</b> to allow for more flexible scheduling between classes. All tutoring occurs at the AEC (Roosevelt Hall) unless otherwise noted, during normal hours of operation, <b>Mon-Thurs 9:30am-8:00pm &amp; Fri 9:30am-3:00pm.</b>		<b>Day of the Week</b>	<b>Time</b>
	1 <sup>st</sup> Choice		
	2 <sup>nd</sup> Choice		
	3 <sup>rd</sup> Choice		
	4 <sup>th</sup> Choice		

*Optional:* Are you requesting to work with a specific tutor? If so, tutor's name: \_\_\_\_\_

Your session may be scheduled with a different tutor if the one you requested is not available at your assigned time.

*Optional:* Engineering LLC students, would you like your group to meet in one of the ELLC dorms? Building name: \_\_\_\_\_

**Submit this form to Skye Mendes ([skychawkins@uri.edu](mailto:skychawkins@uri.edu)) or bring a hard copy to Roosevelt Hall Rm 407. Your request will receive a response within 48 business hours (M-F).**

### AEC Office Use Only

Date Received \_\_\_\_\_ Date Group Notified: \_\_\_\_\_ Start Date: \_\_\_\_\_ Location: \_\_\_\_\_

Tutor: \_\_\_\_\_ Day and Time: \_\_\_\_\_ AEC Staff: \_\_\_\_\_