

## TO REQUEST A TUTOR . . . .

Complete the form below and/or email the following information to the Teaching and Learning Center: [falghini@lumc.edu](mailto:falghini@lumc.edu) or [bsonntag@lumc.edu](mailto:bsonntag@lumc.edu). *All information is kept strictly confidential and will not be a part of your official medical school record.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Course \_\_\_\_\_

Reason for request \_\_\_\_\_

The Center will contact you with the name and contact information for the tutor appropriate to the subject area. The participants will determine scheduling of tutoring sessions.

### ***Who provides this Service?***

The service is provided by carefully selected graduate students, medical students, residents and fellows.

### ***How do I know if I need tutoring?***

If any of the following apply to you, you may want to consider making an appointment with a tutor:

- Limited or no prior knowledge of the course material
- Non-science undergraduate major
- Some difficulty understanding how knowledge is structured in a particular subject area
- Difficulty identifying relationships between major concepts
- Sense of being lost in the details
- Problems imposing a meaningful organization on the material

### ***What are the expectations of students participating in the tutoring process?***

- Attend all sessions you arrange with your tutor.
- Be on time for all appointments.
- Bring all notes, papers, and handouts with you to your session to review with your tutor. Take time to determine what you already know and what you need to know.
- Don't be afraid to ask questions: your tutor is there to help you understand the subject. Identify the topic that is giving you the most difficulty and be ready to explain what you don't understand.

If you find after the first or second meeting, the sessions with your tutor are not effective, please let us know. Generally arrangements can be made for you to work with another tutor better suited to your particular needs.

