

Marian University UBMS Program Tutoring Log

The top portion of this form is to be used by the UBMS student to record individual tutoring activities. The student must keep record of accomplishments for each session. The "Notes" section should include success experienced, challenge areas, or other relevant information. Forms must be submitted to a UBMS tutor at the end of every session.

Student Name:	Date:	School:
Class(es):		
Topic(s) Studied/Work Accomplished:		
Notes:		
Student's Signature:		

The bottom portion of this form is to be used by the tutor to verify work accomplished, add notes, and record any issues. This form must be given to UBMS staff at the end of each session or placed in mailbox 82 on return to campus.

Attendance:		Present = P Late = L Excused = E Dismissed = D	Individual Session <input type="checkbox"/> or Group Session <input type="checkbox"/>
Time In:	Time Out:		
Standards	Yes	No	N/A
Student came prepared with homework, books, notebooks, etc.			
Student stayed focused and on task during the sessions.			
Student displayed positive attitude during the tutoring sessions.			
Student showed good level of effort and persistence.			
Student was engaged and asked questions during the sessions.			
Student used his/her time wisely and efficiently.			
Student proved ability to self-monitor by reviewing and revising own work.			

Progress Areas:

Challenge Areas:

Tutor's Signature:

Date:

For office use only	Blumen Attendance		Blumen Notes		Excel Attendance	
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