



## Tutor Work Schedule Request

Semester: \_\_\_\_\_

While filling out the form, keep the following in mind: travel time (if applicable), lunch, time off needed for your studies, whether you prefer long days on campus or a few hours on campus, and what your Writing Center schedule will look like in addition to your course schedule. Please fill in the schedule availability form as accurately as possible. All fields in the schedule grid will need to be selected in order to submit the form.

Full Name: \_\_\_\_\_

Permanent Address (include street, city and zip code):

\_\_\_\_\_  
\_\_\_\_\_

Permanent Telephone: \_\_\_\_\_

Local Address:

\_\_\_\_\_  
\_\_\_\_\_

Local Telephone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Commuting Time: \_\_\_\_\_

Expected Graduation Semester and Year: \_\_\_\_\_

Academic Standing:       Undergraduate       Graduate

Class Schedule for the Term (include course, meeting times and days):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_  
6. \_\_\_\_\_

**Other Commitments and/or Scheduling Concerns:**

List other commitments such as societies, student organizations, etc., or any other considerations for when making your schedule.

---

**Selected Hours to Work Per Week (up to 6 hours weekly):** \_\_\_\_\_

**Weekly Availability:**

Assign the hour available to work as

- 1 most preferable
- 2 preferable
- 3 least preferable

**Note:** We will try to schedule within your preference; however, if the demand is present, we may schedule during a least preferable time.

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9-10 am —	9-10 am —	9-10 am —	9-10 am —	9-10 am —
10-11 am —	10-11 am —	10-11 am —	10-11 am —	10-11 am —
11 am-12 pm —	11 am-12 pm —	11 am-12 pm —	11 am-12 pm —	11 am-12 pm —
12-1 pm —	12-1 pm —	12-1 pm —	12-1 pm —	12-1 pm —
1-2 pm —	1-2 pm —	1-2 pm —	1-2 pm —	1-2 pm —
2-3 pm —	2-3 pm —	2-3 pm —	2-3 pm —	2-3 pm —
3-4 pm —	3-4 pm —	3-4 pm —	3-4 pm —	3-4 pm —
4-5 pm —	4-5 pm —	4-5 pm —	4-5 pm —	4-5 pm —