



# Tutorial Feedback Form

STUDENT: \_\_\_\_\_

TUTOR: \_\_\_\_\_

COURSE: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

DATE OF TUTORIAL: \_\_\_\_\_

REASON FOR TUTORIAL:  Absences  
 Grades  
 Other

NUMBER OF HOURS: \_\_\_\_\_

## INSTRUCTIONS

If a tutorial has been REQUIRED (due to an absence in class, difficulty with course material or an exam), this form must be completed and RETURNED TO THE DEAN OF STUDENTS in order to receive credit for the course. This form is designed to follow the "SOAP" progress notes format.

STUDENT- must complete the "S" section below.

TUTOR- must complete Sections "O", "A", and "P". Comments may be brief.

A copy of this feedback form will be given to the instructor.

INSTRUCTOR INSTRUCTIONS TO TUTOR:

"S" SUBJECTIVE: (STUDENT comments re: difficulties, style of learning, tutor session comments)

"O" OBJECTIVE: (TUTOR feedback re: topics covered, observations)

"A" ASSESSMENT: (TUTOR feedback re: student progress, weak areas, learning style)

"P" PLAN: (TUTOR feedback for instructor re: possible suggestions)

TUTOR'S SIGNATURE: \_\_\_\_\_

TOTAL AMOUNT FOR TUTORIAL: \$ \_\_\_\_\_  
TUTORIAL ASSISTANCE FUND RECIPIENT:  YES  NO  
AGENCY FUNDED TUTORIALS:  YES  NO