Congratulations on your new or continuing job! Here are the instructions for the STEM Center Instructional Assistant Study Session Form:

For each 1 hour of tutoring, reserve 5 minutes documentation time as it is a mandatory part of the job. You are required to enter the data right after each session as this data will be monitored by STEM Center and Instruction and Institutional Research staff. We need the data to evaluate the effectiveness of study sessions.

Please remember to enter this information 5 minutes before your shift is over.

Study Session Form:

First part:

Math Embedded Tutor - Study Session

Tutors must submit this form by the end of each session.

Make sure all information entered correlates CORRECTLY (!!) with your online timecard entries.

ONE SESSION only per timesheet!

New: Check "Yes" if it is prep time.

5 minutes before your shift is over, complete the form:

Select instructor: (required)

Make a selection ▾

This field is required.

Instructor's name

Tutor name (required)

Make a selection ▾

This field is required.

Your name

Please specify the class you are tutoring for: (required)

Make a selection ▾

This field is required.

Class your are tutoring for

Class section: (required)

Make a selection ▾

Class section
(see My Portal class schedule for class section)

Second part:

Start Date and Time: (required)

MM/DD/YYYY   HH : MM   AM

End Date and Time: (required)

MM/DD/YYYY   HH : MM   AM

Full "date-time" format.
Be sure to check AM or PM

Is it prep time?

No

⟵ Defauld is "No" for prep time.
Check "Yes" if it was prep time.

Number of students attended: (required)

2

⟵ Enter the number of students addended study session
I entered "2" students

Name of the student (Last Name, First Name, CWID)

First Name, Last Name, CWID

Name of the student (Last Name, First Name, CWID)

Enter each student's full name and campus wide ID (CWID) on each line

Submit   ⟵ Do not forget to hit the submit button when done. Check carefully before submission.
If any mistake happens, email or call Clerical Assistant to request entry modification.

Finally:

Start Date and Time: (required)

MM/DD/YYYY   HH : MM   AM

End Date and Time: (required)

MM/DD/YYYY   HH : MM   AM

Is it prep time?

Yes

If it is prep time, mark "Yes".
"Number of students attended" is now hidden.

Submit

Class Attendance Form:

Math Embedded Tutor - Class Attendance Timesheet

Class Attendance Form: for the time you spent in class. Enter exact time as the class scheduled.

Tutors must submit this form at the end of every session.

Make sure all information entered correlates CORRECTLY (!!) with your online timecard entries.

ONE SESSION only per timesheet!

Complete your form 5 minutes before the class is over as a part of your job.

Instructor's Name (required)

Make a selection ▼

This field is required.

Instructor Name

Tutor Name: (required)

Make a selection ▼

This field is required.

Your Name

CWID (required)

[   ]
min 1

Your CWID

Please specify the class you are tutoring for: (required)

Make a selection ▼

This field is required.

Class name

Class section: (required)

Make a selection ▼

Class section
(see MyPortal class schedule for your class section)

Start Date and Time: (required)

MM/DD/YYYY   HH : MM   AM

End Date and Time: (required)

MM/DD/YYYY   HH : MM   AM

Enter full "date-time" format. Be sure to check AM or PM

Week # (required)

[   ]
min 1 max 12

Enter week number: 1-12.

Submit

Do not forget to hit Submit button. Please review your entries carefully.