

 STUDENT ACADEMIC SERVICES

 Individual Peer Tutor Time Sheet

Cecelia (Qingxuan)

**Peer Tutor Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Total Timesheet Hours:**

* All Timesheets (**this form and student employment timesheet**) are due by midnight on the Sunday of each pay period close weeks (listed on the back). Timesheets received after this time may be reported in the next pay cycle. Payment is contingent on receipt of this SAS Peer Tutor timesheet (email to SASPeerTutoring@skidmore.edu) AND submission of your hours in TimesheetX*.*
* Session comments are mandatory. Please indicate the nature of the tutoring session (e.g. studied for exam, worked on sample problems, helped with time management, created a study guide, etc.)
* Individual sessions may be no longer than two hours, and total weekly hours per tutee cannot exceed the number of credit hours of the course. Tutors may not work with more than five tutees at a time or work for more than 15 hours per week without prior approval from the Tutor Coordinator.

**By signing this timesheet you acknowledge the above and confirm accurate and honest reporting.**

**Tutor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMAIL COMPLETED FORM TO: SASPeerTutoring@skidmore.edu**

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| **Course:** | **Tutee:** | **Professor:** |  |
| **Date** | **Location** | **Session Comments**  | **Start Time** | **End Time** | **Total**  | **Tutee Initials** | **Total Hours**  |
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