

Peer Tutoring Timesheet

Save this form to your computer, close the web browser. Complete and click the SUBMIT button at the end of form. You can also email the completed form to Alicia.Howard@uth.tmc.edu or print and deliver to JLL 304.

Tutor Name (print) _____ **Pay period: From:** ____/____ **TO:** ____/____

Instructions:

1. Record hours for **each student separately**.
2. Record the hrs to the nearest quarter hour, in decimal format (.25, .50, .75,)

Individual Tutoring

Student Name	Date	Subject	# of tutor hours	# of prep hours	Student Initials

Total Prep Time & Tutor Hours: _____

Group Tutoring

Date _____ # of tutor hrs _____ # of prep time hrs _____ Total _____

Student Name	Date	Subject	# of tutor hours	# of prep hours	Student Initials

Total Prep Time & Tutor Hours: _____

SUBMIT button only works when you are currently running an email application, such as Microsoft Outlook