**ONLINE TUTORING COVER LETTER**

**WHAT IS THIS FOR?**

This information helps us serve you better and shapes the future of the Writing Center. This information is for Writing Center use and will not be distributed to any unnecessary third parties.

We will use the availability questionnaire(on page 2) to assign you a time slot and a tutor. Please submit the completed form **at least 1 business hour before your earliest availability** so we have adequate time to assign you a tutor and prepare for your session.

**SURVEY**

|  |  |
| --- | --- |
| **Your first and last name:** |  |
| **Your email:** |  |
| **Status (freshman, sophomore, junior, senior, graduate, faculty, or other):** |  |
| **Describe the project (example: lab report, research paper, lit review):** |  |
| **Do you have an assignment sheet? (If yes, include the assignment sheet in your email to us.)** |  |
| **What specific aspects of your writing would you like to work on?** **(Examples: supporting a thesis, creating a stronger focus, using commas correctly, citing research in APA, etc.)** |  |
| **Do you prefer to communicate using Zoom or a phone call? (If phone, include your number):** |  |

**SEE THE AVAILABILITY QUESTIONNAIRE BELOW.**

**AVAILABILITY QUESTIONNAIRE**

**Fall 2020**

Check all that apply. All times are Eastern Time.

**Sunday**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1-2 pm** | **2-3 pm** | **3-4 pm** | **4-5 pm** | **5-6 pm** |
|  |  |  |  |  |

**Monday**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **10-11 am** | **11 am-12 pm** | **12-1 pm** | **1-2 pm** | **2-3 pm** | **3-4 pm** | **6-7 pm** | **7-8 pm** | **8-9 pm** |
|  |  |  |  |  |  |  |  |  |

**Tuesday**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **10-11 am** | **11 am-12 pm** | **12-1 pm** | **1-2 pm** | **2-3 pm** | **3-4 pm** | **6-7 pm** | **7-8 pm** | **8-9 pm** |
|  |  |  |  |  |  |  |  |  |

**Wednesday**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **10-11 am** | **11 am-12 pm** | **12-1 pm** | **1-2 pm** | **2-3 pm** | **3-4 pm** | **6-7 pm** | **7-8 pm** | **8-9 pm** |
|  |  |  |  |  |  |  |  |  |

**Thursday**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **10-11 am** | **11 am-12 pm** | **12-1 pm** | **1-2 pm** | **2-3 pm** | **3-4 pm** | **6-7 pm** | **7-8 pm** | **8-9 pm** |
|  |  |  |  |  |  |  |  |  |

**Friday**

|  |  |  |  |
| --- | --- | --- | --- |
| **10-11 am** | **11 am-12 pm** | **12-1 pm** | **1-2 pm** |
|  |  |  |  |