

Timesheet for Peer Tutors

Please submit your completed timesheet at the end of each month,
unless specified by Peer Learning Specialist, to:

<https://bowvalleycollege.libwizard.com/f/TimesheetSubmission>

If you have any questions, please reach out to:

Wendy Ho-Wong
Peer Learning Specialist
RGO Library & Learning Commons, Student Services
who-wong@bowvalleycollege.ca

Peer Tutor Full Name:					
Peer Tutor Student ID:					
Mailing Address (Street):					
City, Postal Code:					
Tutee Full Name (Example: Susan Miller)	Course Code (Example: MGMT 1201)	Date (Example: May 28)	Hours (Actual Time; Example: 1.hr)	Platform (MS Teams, In person)	Will peer tutoring continue? Yes / No

Peer Tutor Full Name:		
Peer Tutor Student ID #:		
IMPORTANT: <i>Tutors must report issues related to peer tutoring to the Peer Learning Specialist, Wendy Ho-Wong via email at who-wong@bowvalleycollege.ca immediately.</i> <i>When you are assigned a tutee, it is expected that tutoring sessions will occur on a weekly basis as specified in the Peer Tutoring Agreement.</i> If the tutee informs you that he/she no longer requires tutoring, please inform the Peer Learning Specialist, Wendy Ho-Wong via email at who-wong@bowvalleycollege.ca.		
Was/were your tutee(s) punctual for their session(s)?	Yes	No
If you answered No, please explain:		
Was/were your tutee(s) prepared for their sessions?	Yes	No
If you answered No, please explain:		
Did your tutee(s) identify goals for their sessions?	Yes	No
If you answered No, please explain:		
Please use this space if you have any other concerns, questions or suggestions in regards to peer tutoring:		
I confirm that the information given in this form is true, complete and accurate.	Initial:	Date: