

Tutor Timesheet and Documentation Form
Tutoring and Writing Center
Johnston Community College

Date: _____ Time In/Out: _____ Total Time=_____

Student Name: _____/signature: _____

Tutor Name: _____/signature: _____

Subject/Course #: _____ Instructor Name: _____

Tutor Referral Form completed & turned into TWC? _____ YES/_____ NO

Objectives of Session: (Describe focus, specific assignment, & what was accomplished)

Next Appointment Scheduled? If yes, Date & Time: _____

Date: _____ Time In/Out: _____ Total Time=_____

Student Name: _____/signature: _____

Tutor Name: _____/signature: _____

Subject/Course #: _____ Instructor Name: _____

Tutor Referral Form completed & turned into TWC? _____ YES/_____ NO

Objectives of Session: (Describe focus, specific assignment, & what was accomplished)

Next Appointment Scheduled? If yes, Date & Time: _____

(Tutors need to complete this form each time they work with a student and turn it into the TWC Coordinator on timesheets due dates for each monthly pay period along with their time cards.)