LEARNING LAB

To: All Peer Tutors
From: Anna Seixas, Chair, LLAB/SACC Department
Date: Tuesday, August 11th 2020
Subject: Return to Tutor Form for Fall 2020 semester

Tutoring for the Late Summer 2020 session ends on **Thursday, August 20th**. Your last day of tutoring may be earlier depending on the days you are scheduled to work. Please remember that, unless otherwise indicated, tutors are *not authorized to work beyond August 20th*.

As it stands, nearly all of the Fall classes and student support services will be offered online only. To that end, all LLAB support services will only be offered online until such time that the College reopens its campuses. The Fall semester will begin Tuesday, September 8th and end on Saturday, December 19th. Since Tutor Training will be offered online only, it will be broken up into smaller sessions which will be offered at various days/times between August 24th – 28th. You are expected to attend one of each session to qualify for a work assignment in the upcoming Fall semester.

If you are interested in tutoring online for us during the Fall 2020 semester, please let us know by **Tuesday, August 18th** by completing the bottom half of this memo and the grid below. To complete the back page, please put a "T" in the day/time slots you are available to "Tutor" and a "C" in the day/time slots you have "Classes." **Leave the section below the grid blank.**

Return the completed digital schedule requests via email to the Learning Lab faculty member in the content area who to whom you report: Sciences – Jim Erdei (jerdei@ccp.eu), Computer Technologies – Mavis Pogue (mpogue@ccp.edu), Math and Business – John Politis (jpolitis@ccp.edu), Humanities and Writing Center – Mary Ann Yannuzzi (myannuzzi@ccp.edu).

Note: Submitting this request does not guarantee employment as a tutor.

SCHEDULE REQUEST

Name: Gary Mejia   J#: 00234433

Subject/area(s) I can tutor: CIS 114, CSCI 211 & 213

Email: gmejia3@student.ccp.edu   Phone: 267-207-8658

I wish to tutor (online) during Fall 2020: ☑ Yes ☐ No

If not returning to tutor during Fall, I wish to tutor online during Spring 2021: ☐ Yes ☐ No

I am registered to take classes at CCP during the semester(s) indicated above: ☐ Yes ☑ No

I am a Non-Student tutor: ☑ Yes ☐ No

Digital Signature: *Gary Mejia*   Date: 8/12/2020

LEARNING LAB Tutor SCHEDULE
Fall 2020

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9:00 – 9:30	T	T	T	T	T	T
9:30 – 10:00	T	C	T	C	T	T
10:00 – 10:30	T	C	T	C	C	T
10:30 – 11:00	T	C	T	C	C	T
11:00 – 11:30	T	T	T	T	T	T
11:30 – 12:00	T	T	T	T	T	T
12:00 – 12:30	T	T	T	T	T	T
12:30 – 1:00	T	C	T	C	T	T
1:00 – 1:30	T	C	C	C	T	T
1:30 – 2:00	T	C	C	C	T	T
2:00 – 2:30	T	T	C	T	T	T
2:30 – 3:00	T	T	C	T	T	T
3:00 – 3:30	T	T	T	T	T	T
3:30 – 4:00	T	C	T	C	T	T
4:00 – 4:30	T	C	T	C	T	T
4:30 – 5:00	T	C	T	C	T	T
5:00 – 5:30	T	T	T	T	T	T
5:30 – 6:00	T	C	T	T	T	T
6:00 – 6:30	T	C	T	T	T	T
6:30 – 7:00	T	C	T	T	T	T
7:00 – 7:30	T	C	T	T	T	T
7:30 – 8:00	T	C	T	T	T	T

---DO NOT WRITE BELOW THIS LINE---

LLAB Hours of Operation: 9am-8pm M-R, 9am-4pm F, 10am-3pm Sat	Total Weekly Hrs:	ID#: J
Start & End Times:		Courses:
Mon:		
Tue:		
Wed:		
Thurs:		
Fri:		
Sat:		