Henry Ford Learning Lab Tutoring
Student Success Agreement

Student Name: __________________________ Hank ID: ____________________________

Phone Number: ______________________ Email: ________________________________

HFCC HawkMail:_____________________________  http://my.hfcc.edu/hawkmail

Thank you for using our tutoring services. Please bring necessary materials (the assignment sheet, your textbook, lecture notes). Come to the Lab with specific questions about the work you bring in. Check the area below that relates to the difficulty you are having:

Prewriting
____Clarifying an assignment
____Focusing your topic
____Obtaining information

Revising
____Eliminating unrelated information
____Improving coherence (organization, transitions, sequence of ideas)
____Adding more details, examples, or outside sources

Editing/Proofreading
____ Providing examples of the correct format for quotations/paraphrase/citations
____Reviewing grammar/punctuation/spelling (The tutor may only be able to address one or two patterns of errors.)

Note: Tutors will not edit or proofread essays that are to be graded.

Signing below says that you understand the recommendations made above and will adhere to them during your tutoring visit. Thank you!

______________________________________________________________________________
Student Signature              Date