

At the Beginning of Your Session

- Let your tutor know that you need proof of attendance sent to your professor. Be sure to provide your professor's name and email address.
- **Example**
 - "I need proof of attendance for this session. Could you please email the Client Report Form to my professor, Dr. [Name], at [professor's email address], and also send a copy to my email address for my records? Thank you!"

During the Appointment

- When scheduling or arriving for your appointment, make sure to:
 - Accurately fill in the **Course Name** and **Instructor Name** fields.
 - Attach your **Assignment Sheet** or bring it in person for reference.
 - Clearly **specify the areas** you'd like to work on in the "What you would like to work on" section. Avoid vague requests like "My professor required me to be here."
- **Examples**
 - "I need help with citations and grammar in my Annotated Bibliography."
 - "Can you help clarify my thesis and improve my essay organization?"
 - "Please check my grammar, sentence structure, and paragraph transitions."
 - "Can you ensure my sentence structure is correct and ideas flow smoothly?"
 - "I need help refining the transitions between my paragraphs."
- **Areas You Do Not Need Assistance With**
 - Make sure to mention if there are any aspects of your work that your professor has already reviewed or that you do not need assistance with. This helps the tutor focus on the areas where you truly need help.
- **Example**
 - "My professor already reviewed the citations, so I just need help with the content and organization of my ideas."

Before Leaving the Session

- Always confirm that the report has been emailed to both your professor and yourself.
- **Example**
 - "Before I leave, can I please check my Outlook to confirm that the report has been sent to both my professor and my email address? Thank you!"