Instructions -- Online Tutoring by Individual Request

This summer, the Subject Tutoring Program offers UMass Boston students tutoring for specific 100-and-200- level courses in the following subject areas: Foreign Languages, Economics, Environmental Sciences, Philosophy, and Psychology. Please check the document titled "Online Subject Tutoring Summer 20 Courses" for the list of summer courses for which tutoring is offered in one of two formats.

The following instructions for requesting tutoring apply to those who are seeking tutoring for a course listed in the right hand column of the document titled "Online Subject Tutoring Summer 20 Courses" as tutoring being offered as "Online Tutoring by Individual Request."

Once you have confirmed that the course for which you seek tutoring appears in the list of courses included in **"Online Subject Tutoring Summer 20 Courses"** you will need to email a request for tutoring. In your email, please include:

- Your first and last name
- Any preferred first name
- Course and course number for which you are requesting tutoring (ex. French 101).

  Please Note: For courses in the areas of math, biology, chemistry, and computer science, please check the "**Drop in Online Tutoring Schedule Summer 20"** for day/times/and location. For drop in tutoring, sign up is not required.

- Email address(es) to best contact you
- Phone number (ideally including a cell phone number)
- ***Times you are available to be tutored during hours when tutoring by individual request may be offered (M-F 8am-8pm)***
  Please use the following sample format for indicating your available times:
  M 10-11; 3-4
  Wed 2-3
  Please provide as many days/times as possible.

Once you are sure that you have included all the information requested and send your email to:
  Tutoringprogram@umb.edu

Next steps

1. Your request, including schedule information, will be sent to a tutor assigned to the course for which you are requesting tutoring.
   Based on the tutor's availability, the tutor may select one of the available days/times you have provided, and send you an email with a confirmation. Note: If none the days/times you have proposed match the tutor's available times, the tutor will send you alternative days/times when that tutor is available to tutor.
   Before your first tutoring session can take place, you will need to send the tutor confirmation of the time the tutor has emailed to you. After receiving your confirmation, the tutor will send you the guest link to that tutor's online tutoring room.

In summary: Students will be assigned to a tutor based upon the tutor's availability. Once a tutor is assigned, tutors will schedule appointments with the tutee.

Please reach out to Tutoringprogram@umb.edu with any questions.