

# IPEET

## Attendance Sheet for Tutoring Sessions

<b>Learning Assistant</b>			<b>SID</b>	
<b>The Target Subject</b>				
<b>Tutoring</b>			<b>Attendance Sign-In</b> (at least 2 person)	
Date	Start & End	Duration		
	_____ : _____ : _____			
	_____ : _____ : _____			
	_____ : _____ : _____			
	_____ : _____ : _____			
	_____ : _____ : _____			
	_____ : _____ : _____			

Remark:

1. Each tutoring session must be at least 2 hours long. Additionally, during the two weeks before mid-term and final exams, a minimum of 2 fixed hours per week must be allocated.
2. Tutoring sessions must include IPEET students. If the Learning Assistant is also part of a Co-Studying group, there must be at least one member who is not part of the Co-Studying group present during the tutoring session.