

Peer Coach Request Form

By submitting this form, I acknowledge/understand that the Peer Coaching Program is a voluntary program and that a Peer Coach may not be available for the area(s) I list below. Additionally, I understand that it might take up to two weeks to be scheduled for an appointment with a Peer Coach. I also understand that I am ultimately responsible for the grades I receive in the courses/studies in which I enroll.

Name:

Date:

Phone:

Email:

Name of Mentor:

What is your preferred Location? Saratoga or Latham

Individual peer coaches' hours vary. The hours and days of the week listed below the times are when someone in the Office of Academic Support might be available to meet with you for general academic support needs. Special content area requests might take longer to accommodate and are not available during all of the hours listed below.

We will do our best to meet your needs as soon as possible. It can take 3-5 business days to process your request and set up an appointment. To best match you with a peer coach, please indicate **multiple times you are available** for a two week period in the chart below.

Peer coaches can be scheduled in ½ hour or 1 hour blocks of time. Peer Coaches meet with students in either face-to-face locations, over the phone, or through the college's web-conferencing software.

We need you to fill out the entire form with as much detail as possible to be able to best match you with a Peer Coach. Providing detailed information also allows the Peer Coach to review the material before your meeting.

I would like to request a peer coach for the following areas: *(fill in as many as apply)*
Specific Study/Course *(i.e. Western Civilization, College Writing, Business Law, etc.)*

General Study Skills & Strategies *(i.e. Time Management, Reading Strategies, Learning Styles, Stress Management, etc.)*

If you need assistance with a particular study/course, answer the next set of questions:

In what term are you enrolled? ☐ Sept ☐ Nov ☐ Jan ☐ March ☐ May ☐ Finishing an Incomplete

What kind of course are you taking? ☐ Independent Study ☐ Study Group ☐ Residency ☐ Online (ANGEL)

Specifically, I am seeking help from a peer coach due to: *(check all that apply)*

- | | | |
|--|---|---|
| <input type="checkbox"/> Not understanding course concepts | <input type="checkbox"/> Problems with course assignments | <input type="checkbox"/> Difficulty reading texts |
| <input type="checkbox"/> Problems organizing myself | <input type="checkbox"/> Instructor/mentor referral | <input type="checkbox"/> Other - |

Please **in detail specifically** describe what kind of assistance you need, where you are in the course, and what kinds of assignments you have to complete. *(i.e. I am having difficulty creating charts in excel, I am having difficulty with the reading assignments for chapters 7 and 8 discussing ...; etc.)*

I learn best by: *(check all that apply)*

- | | | |
|--|--|--|
| <input type="checkbox"/> Writing things over and over | <input type="checkbox"/> Looking at a problem step by step | <input type="checkbox"/> Listening to an explanation |
| <input type="checkbox"/> Looking at diagrams and figures | <input type="checkbox"/> Reading materials on my own | <input type="checkbox"/> Watching a video |

Form continues on other side.

- ☐ Memorize information
☐ Other

- ☐ Working with and/or getting help from others

Have you tried any other resources? (check all that apply)

- ☐ Contacting the Instructor ☐ Contacting your Mentor ☐ NEC Academic Support Website/Workshops
☐ Smarthinking ☐ My ESC ☐ Other

INSTRUCTIONS

In the chart below, fill in the **DATES** in the **TIME SLOTS** under the **WEEKDAYS** you have available to meet with a Peer Coach.

<i>Example</i>	1 st 30min	2 nd 30min	1 st 30min	2 nd 30min	1 st 30min	2 nd 30min	1 st 30min	2 nd 30min	1 st 30min	2 nd 30min
11-12	X	X	11/8 & 11/15	11/8 & 11/15	X	X		11/10		
12-1	X	X	11/8 & 11/15	11/8 & 11/15	X	X	11/10			11/18

Available Days of the Week/ Times	Mondays 2:30pm-7pm		Tuesdays 9am-5pm		Wednesdays 3:30pm-7pm		Thursdays 9am-5pm		Fridays 9am-4pm	
	1 st 30min	2 nd 30min	1 st 30min	2 nd 30min	1 st 30min	2 nd 30min	1 st 30min	2 nd 30min	1 st 30min	2 nd 30min
9-10										
10-11										
11-12										
12-1										
1-2										
2-3										
3-4										
4-5			X	X					X	X
5-6			X	X					X	X
6-7			X	X					X	X

Submit your completed form to:

Email NECPeer.Coaches@esc.edu

Postal mail Sarah Spence-Staulters, Peer Coaching Program Coordinator
Office of Academic Support
Northeast Center, 21 British American Blvd, Latham, NY 12110

Fax 518-783-6443

Access online at www.peercoaches.pbworks.com & click Request a Peer Coach