



## Student Support Services Tutor Application Overview and Application Packet

### SSS PROGRAM OVERVIEW

Student Support Services provides free peer tutoring for an extensive selection of core curriculum courses, and a limited number of upper level courses. Both individual and small group tutoring is available and open to SSS participants only enrolled at TU. Tutors are responsible for maintaining proper documentation of each tutoring session. SSS tutors must be successful TU students, and must be flexible, patient, and sensitive to the specific needs of the SSS student population.

### TUTOR QUALIFICATIONS

Students interested in becoming a SSS peer tutor must meet the following minimum qualifications:

1. Have an overall GPA of a 3.00 or higher,
2. 29 or more earned credit hours (sophomore standing)
3. Have a minimum grade of a B in the course you wish to tutor, and
4. Have taken the course(s) you wish to tutor (at TU) or provide official documentation that you obtained credit for the course that you intend to tutor.

### APPLICATION PROCESS:

Applicants must submit a completed application, an unofficial academic transcript, and two faculty endorsement forms (attached) from faculty who can speak to your abilities and/or character. Finalists will be selected for an interview. If no vacancies are available, applications will be kept on file for one year from the date of submission and will be considered for future openings.

### TERMS OF EMPLOYMENT:

SSS peer tutors earn a starting wage of \$6.00 per hour. Employment is contracted for one semester, with subsequent employment contingent upon satisfactory performance evaluations and need for assistance in specified content areas. Hourly wage will increase with subsequent employment and strength of performance.

### RESPONSIBILITIES:

- ✓ Complete and submit all forms as directed
- ✓ Arrive on time and utilize full scheduled time for tutoring
- ✓ Review syllabi and course material in advance
- ✓ Use interactive tutoring techniques
- ✓ Provide peer advising and study skills tutoring, when appropriate
- ✓ Attend all tutor training sessions and meetings
- ✓ Maintain a 3.0 grade-point average



**Student Support Services  
Tutor Application – Fall 2007**

**PART I: GENERAL INFORMATION**

Name \_\_\_\_\_ SS #: \_\_\_\_\_

Preferred E-mail \_\_\_\_\_

Classification: Sophomore \_\_\_ Junior \_\_\_ Senior \_\_\_ Anticipated Graduation \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor: \_\_\_\_\_

Local Address:

\_\_\_\_\_

Local Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**PART II: TUTORING HOURS & SCHEDULE**

Tutors have a set weekly schedule and work between 5 and 15 hours a week based on their class schedule, course specialties, personal preference, and Academic Coordinator's need for tutors.

Please indicate the number of hours you would *like* to tutor per week \_\_\_\_\_.

Please list the course(s) you wish to tutor and the grades you received in those courses:

Course	Grade Received	Course	Grade Received
ENG101		MTH099	
ENG102		MTH100	
HUM201		MTH120	
HUM202		MTH140	
HUM203		MTH210	
SPE105		STA250	
CSC120		PSY125	
BIO101		PSY201	
GLY125		PSY210	
GLY226		BIO261	
HIS201		BIO262	
HIS202		CHM101	
GEO201		CHM102	

Please complete the following chart by indicating which hours you would be available to tutor.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							

Would you be available on Tuesday evenings until 11:00 pm?       Yes    No

Would you be available on Wednesday mornings at 6:30 am?       Yes    No

**PART III: SHORT ESSAY** – Please respond to the following questions, either below or on a separate sheet of paper. Limit your responses to approximately 50 words.

1. Why do you wish to be a SSS peer tutor?

---



---



---



---



---



---



---



---

2. Describe any previous tutoring, mentoring, or teaching experiences that you have (prior tutoring or teaching experience is not required.)

---

---

---

---

---

---

---

---

3. What is the hardest aspect of learning the subject you wish to tutor?

---

---

---

---

4. What skills would you like to develop further in order to be a better tutor?

---

---

---

---

5. What would be your best piece of advice for a student who is struggling academically?

---

---

---

---

6. What is your definition of strong study skills, and how would you teach them to a student?

---

---

---

---

**PART IV: EMPLOYEE CONFIDENTIALITY STATEMENT**

I understand that as an employee of Student Support Services, I may have access to confidential information such as grades, student records, test results, student progress in class, and similar data. I understand that all verbal or written communication with my supervisor and instructors should be kept confidential. If I am offered employment with Student Support Services I agree to abide by all employment guidelines and I will preserve the confidentiality of private information. I understand that failure to adhere to these guidelines may result in termination of employment.

I have read and understand the employee confidentiality statement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART V: FACULTY ENDORSEMENT**

Please provide the names of two TU faculty members who have agreed to provide an endorsement for you.

Faculty #1 \_\_\_\_\_

Faculty #2 \_\_\_\_\_

**APPLICATION CHECKLIST**

Please be sure to include all items below in your application packet. Applicants will not be considered for selection until all materials have been received by SSS.

- Complete all parts (I – V) of tutor application form
- Unofficial copy of academic transcript (obtain from Registrar’s office)
- Resume
- Writing Sample (for those applying to become an English/writing tutor)
- Two faculty endorsements (attached to tutor application form. Please arrange for forms to be placed in Mrs. Lindquist’s mailbox in the modular)