

PEER-TUTOR APPLICATION PROCESS

1. Look over all the materials and make sure you understand the process. **If you have any questions, please call Janet Torres, Peer Tutor Coordinator at x5964.** Attached, there should be:
 - Job Description
 - Application
 - Two Recommendation Forms
2. **Fill out the application and turn it in to Janet Torres, Whitman 160.** You can leave the application in the Academic Advising office, Whitman 160, in case Janet is not in.
3. **Give recommendation forms to two faculty/staff members as soon as possible.** Given how busy faculty are during the semester, it is best to give them time as much time as you can to fill out the recommendation. *Have the faculty members send the completed forms directly to Janet Torres.*
4. **Set up an interview time with Janet Torres at x5964.**

All application materials are due in the Academic Advising office, Whitman 160, **as soon as possible.**

**Academic Advising Programs
Janet Torres, Peer Tutor Coordinator
Whitman 160, x5964**

Peer Tutor Job Description

St. Lawrence University Peer Tutor Program

Qualifications:

- Must be currently registered at St. Lawrence University as an undergraduate or graduate student.
- Must be committed to helping students learn how to become more independent, effective learners.
- Must have earned a 3.0 or higher for each course that will be tutored, and must maintain an overall 2.5 or higher GPA.
- Must provide recommendations from faculty, especially those in courses that will be tutored.

Responsibilities:

- To respond promptly to tutoring requests.
- To communicate effectively with tutees about their academic needs.
- To maintain current, updated knowledge of course materials.
- To confer with and/or refer to the Peer Tutor Coordinator regarding tutee needs outside the content area.
- To attend tutor-training sessions and meetings.
- To maintain records of progress data as expected and required, and keep the Peer Tutor Coordinator updated about changes in tutoring status.
- To respect confidentiality in all appropriate aspects of tutoring.
- To communicate effectively with other tutors and the Peer Tutor Coordinator about tutoring experiences, concerns, and strategies.

Termination:

- Lateness, excessive cancellations or absences, and/or other problems on my part will be addressed by conference with the Peer Tutor Coordinator. A second conference can, and likely will, result in termination.
- Any breach of confidentiality will result in termination.

TUTOR APPLICATION
Office of Academic Achievement - Peer Tutor Program

Today's Date: _____ Semester, including year that you wish to begin tutoring: _____

Name: _____ Class of: _____

Student ID: _____ Phone: _____

Major(s): _____

If no major yet declared, fill in possible major(s).

Courses (name and number) you have taken and could tutor (having received a 3.0 or higher in the course), in order of preference:

<u>Courses</u> <i>e.g. Sociology 101</i>	<u>Semester/Year</u> <i>Fall /2000</i>	<u>Grade</u> <i>4.0</i>	<u>Instructor</u> <i>John Smith</i>
1 _____	_____ / _____	_____	_____
2 _____	_____ / _____	_____	_____
3 _____	_____ / _____	_____	_____
4 _____	_____ / _____	_____	_____
5 _____	_____ / _____	_____	_____
6 _____	_____ / _____	_____	_____

Briefly describe your present involvement with other campus activities. . . include campus employment, sports, fraternities/sororities, clubs, etc.

List two instructors to whom you plan to give recommendation forms:

1.) _____ 2.) _____

Average hours you will be able to tutor per week: _____

NOTE: Your continued participation in the tutoring program is dependent upon maintaining a 2.5 overall GPA. Failure to maintain a 2.5 overall GPA will be cause for terminating your position as a tutor in this program.

Janet Torres, Coordinator
Whitman 160
x5964

PEER TUTOR RECOMMENDATION

Applicant:

Name: _____ Year: _____ Phone: _____

Courses you would like to tutor: (in order of preference)

<u>Course</u>	<u>Semester</u>	<u>Course</u>	<u>Semester</u>
e.g. Sociology 101	e.g. fall 2000		
1 _____	_____	5 _____	_____
2 _____	_____	6 _____	_____
3 _____	_____	7 _____	_____
4 _____	_____	8 _____	_____

Faculty/Staff Member:

Name: _____ Department: _____

Please circle the appropriate answer: 1=Yes, unequivocally!, 2=I suppose, 3=definitely not, (NB="No Basis" for knowing). Please return the form to **Janet Torres, Coordinator**, via campus mail **as soon as possible**.

This student is academically prepared to tutor the above courses which he/she has taken with me.

1 2 3 NB
Comments:

This student is reliable about deadlines and appointments.

1 2 3 NB
Comments:

I do, or could easily, have a close working relationship with this student.

1 2 3 NB
Comments:

In general, this student is one I would select myself to assist other students.

1 2 3 NB
Comments:

Further Comments:

Signed

Date

PEER TUTOR RECOMMENDATION

Applicant:

Name: _____ Year: _____ Phone: _____

Courses you would like to tutor: (in order of preference)

<u>Course</u>	<u>Semester</u>	<u>Course</u>	<u>Semester</u>
e.g. Sociology 101	e.g. fall 2000		
1 _____	_____	5 _____	_____
2 _____	_____	6 _____	_____
3 _____	_____	7 _____	_____
4 _____	_____	8 _____	_____

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Date