1. Look over all the materials and make sure you understand the process. Attached there should be:

- Job Description
- Application
- Two recommendation forms

2. Fill out the application and submit it to Academic Advising, 3 Whitman Annex. If you come by after hours, you can leave the application in the Annex drop box located on the porch, or in the basket outside the Advising office door.

3. Have one of the recommendation forms filled out by an instructor who knows you from class (or the department) in the area in which you’re applying to tutor. If you are applying to tutor in a native language other than English or are otherwise fluent, an instructor in the Modern Languages Department can fill out the recommendation.

The second recommendation can be from an academic instructor outside that area of tutoring.

Have the instructors send the completed forms directly to the Advising office.

The Peer Tutor Coordinator will review the application, and you may be contacted for an interview. If you have any questions about the status of your application or recommendations, you can contact the office at x5964 or email jantorres@stlawu.edu.

Information about the Peer Tutoring Program can be found on the Academic Advising Programs web site: http://www.stlawu.edu/advising/peer-tutoring

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Academic Advising Programs
Janet Torres, Peer Tutor Coordinator
3 Whitman Annex, x5964, jantorres@stlawu.edu
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 3.25 or higher for each course that will be tutored, and must maintain an overall 3.0 or higher GPA.
- Must provide recommendations from an instructor, including 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 all tutor-training sessions and meetings.
- To maintain records of progress and hours worked 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 Academic Support Coordinator and Peer Tutor Coordinator about tutoring experiences, concerns, and strategies.
TUTOR APPLICATION
Office of Academic Advising - Peer Tutor Program

Today's Date: ___________ Semester and year that you wish to begin tutoring: ________________

Name: ___________________________________________________________ Class of: ____________

Student ID: _______________ 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 3.25 or higher in the
course, including transferred credits), noting courses of preference:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Semester/Year</th>
<th>Grade</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Sociology 101</td>
<td>Fall /2011</td>
<td>4.0</td>
<td>J. Smith</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
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<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

List two instructors from different departments to whom you plan to give recommendation forms:

1.) ___________________________________________ 2.) ___________________________________________

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

_______________________________________________________________________________________
_______________________________________________________________________________________

Semester/year you may go abroad: __________________________________________________________

A minimum tutoring load is 3 tutees (about 3-5 hrs/wk), and an average tutoring load is 5-7 hrs/wk.

The average number of hours you are applying to tutor per week: _________________________
PEER TUTOR RECOMMENDATION

Applicant Name: ________________________________        Year: _______________

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Course</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Sociology 101</td>
<td>e.g. fall 2009</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Academic
Advising, 3 Whitman Annex, 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: _______________

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

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<td>3</td>
<td></td>
</tr>
<tr>
<td>1_________</td>
<td>_________</td>
<td>3_________</td>
<td>_________</td>
</tr>
<tr>
<td>2_________</td>
<td>_________</td>
<td>4_________</td>
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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 __________________________