Peer Tutor Application Process
St. Lawrence University Peer Tutor Program

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. You can leave the application in the Annex drop box after hours.

3. Have the recommendation forms filled out by two faculty/staff members as soon as possible. Given how busy faculty are during the semester, it is best to give them as much time as you can to fill out the recommendation. Have the faculty members send the completed forms directly to the Advising office.

Complete applications will be reviewed and you will be contacted by the Peer Tutor Coordinator. If you have any questions about the status of your application or recommendations, you can contact her 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/programs/academic-advising/page/41

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 faculty, 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 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 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, including 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), in order 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 /2009</td>
<td>4.0</td>
<td>John Smith</td>
</tr>
<tr>
<td>1</td>
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</tbody>
</table>

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

_______________________________________________________________________________________

_______________________________________________________________________________________

Semester/year you may go abroad: _________________________________________________________

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

1.) ____________________________________________ 2.) ____________________________________________

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

Peer Tutoring Program
3 Whitman Annex
x5964
PEER TUTOR RECOMMENDATION

Applicant Name: _______________________________ Year: ______________

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

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<td>4___________</td>
<td>___________</td>
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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

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Comments:

Further Comments:

Signed

Date