

In order to apply to become a peer tutor, you need an "A" or "B" in the course, two faculty recommendations, and an interview with Director of the Learning Commons.

In order to apply to become a professional tutor, please send a resume to Ibrahim Rosic, Director of the Learning Commons at irosic@mvcc.edu

GENERAL APPLICATION: Peer Tutor/SI Leader/Study Group Leader/*Professional Tutor

*If professional tutor please submit resume.

Date of Application: _____

Subject you wish to tutor or for which you'd like to serve as SI Leader/Study Group Leader:

GENERAL INFORMATION:

(Please print)

Name: _____ M Number: _____

Address: _____ City _____ State ____ Zip _____ Phone _____

Holiday/Summer Street Address: _____ City _____ Zip _____

Holiday/Summer Phone: _____ Referred by: _____

School Email: _____ Birthday _____

Available to begin work: _____

ACADEMIC BACKGROUND

Major: _____ Credited hours completed _____

Date began attending MVCC: _____ Expected graduation _____

Cumulative average: _____ Cumulative average in major _____

Number of hours you expect to carry while working: _____

How many languages do you speak? _____

Please rank them in order of fluency: _____

List the courses you have successfully completed in the subject you wish to tutor/lead and the grades you have received for each:

<u>Course</u>	<u>Grade</u>
_____	_____
_____	_____
_____	_____
_____	_____

Other Educational Background:

High School: _____ H/S Average: _____

Other Colleges Attended

Cumulative Average:

_____	_____
_____	_____

Previous tutoring experiences or experiences with study groups:

1. _____
2. _____

Past/Present Employment:

1. _____
2. _____
3. _____

Honor Societies, Awards, Leadership Roles Held:

1. _____
2. _____

Academic References* (for peer tutors)

1. _____
2. _____

***At least one must be an instructor in the course you wish to tutor.**

Write a paragraph explaining why you'd like to become a peer tutor or SI Leader, and why you think you would be a good tutor:

Please Complete:

How would you handle the following situations?

A student who has not completed the assigned reading comes in for tutoring.

A student with whom you have been working continues to be discouraged about his/her academic performance.

After explaining a concept several times, the student is still unable to grasp it.

MVCC TUTOR AGREEMENT

I will remember that I am here to help students learn and that a friendly smile and a patient, courteous approach will make them feel comfortable and accepted. I will remember that everyone deserves to be treated with respect and compassion.

I will view this job as an opportunity to learn. I will make an active effort to develop my tutoring/consulting skills and subject knowledge so that I can provide quality assistance to students. I can do this by attending workshops, participating in other training opportunities, and using online and other resources.

I will practice independence and interdependence. I will answer as many questions and solve as many problems as I can independently, using available resources. When I do need help, I'll ask my fellow workers or supervisors for assistance, remembering to be considerate (not interrupting) and appreciative. I will also offer help to fellow workers when I can. In these ways, I will work on developing my confidence, problem-solving skills, and relationship skills.

I will keep myself informed of my job responsibilities. I will familiarize myself with the current Learning Commons procedure and policies and ask questions if I do not understand. I will check my folder every time I'm on duty and will check my e-mail every day.

I will be on time for work. I understand that I am responsible for keeping track of my appointments. I will remember that my tardiness or absence is someone else's inconvenience.

I will notify my supervisor if I am going to be absent. If I can't come to work due to illness or another unexpected event, I will call my supervisor as soon as possible. I will also notify the Learning Commons well in advance about anticipated absences. If I need time off to study, go to a doctor's appointment, etc. I will call well in advance.

I will meet all requirements for documenting my tutoring/consulting sessions.

For sessions in the Learning Commons, I will document each session accurately. I will show the students' full name(s), the instructor's name and the class as well as the date and time of the session and accurate, objective summaries of the sessions. I will remember that these forms may be sent to the instructors and provide important feedback to them, and that the forms reflect the quality of work I do as a representative of the Learning Commons.

I will arrange to have my supervisor sit in on one of my sessions during the semester.

I will maintain a professional attitude whenever I'm in the Learning Commons, whether on or off duty. I will not engage in personal conversations that can be overheard by students, speak louder than necessary to be heard, or allow any socializing to interfere with serving our students with excellence.

For writing tutors: I will use my time productively when I am not consulting with students or working on essays, by working on Learning Commons Resources; working on training projects; and by asking for work. If I do not have any work to do, I will remain in the Learning Commons available for drop-in consultations.

I will communicate with Learning Commons professional staff. I'll inform my supervisor immediately about any complaints from students or faculty or any significant problems that I observe. I will also share my suggestions for how to improve services, policies, and procedures in the Learning Commons.

Tutor Guidelines

The purpose of these guidelines is to clarify tutor roles and responsibilities. Write your initials next to each statement after you have read it. If you do not understand a statement, contact your supervisor for clarification before you initial it. When you are finished, sign and date the document on the lines provided at the bottom of the page.

_____ I will meet with the faculty member(s) for whom I am tutoring at least twice during the semester. the first meeting will take place within three weeks of when I begin to tutor and then another meeting will take place prior to the end of the semester.

_____ I understand that I am responsible for recording data for all of my tutoring sessions on the weekly Tutor Report Form. I will turn in my forms every two weeks, and all will be turned in before my last day of employment at the end of each semester. It is mandatory to complete all of the required paperwork in a timely manner including paperwork at the Office of Human Resources, time sheets, and tutor activity reports. In particular, the activity reports are essential for every tutoring session. I also understand that failure to complete time sheets (online & printed) after the Friday due date may result in no pay.

_____ I will check the schedule online for appointments every time I begin my shift. I will not rely on the staff to inform me that I have appointments.

_____ I will contact the Learning Commons (792-5517) every time there is a chance that I will arrive late for my shift, even if it is only 5 minutes late.

_____ If I am going to miss work, I will contact my supervisor as soon as I know. I am expected to be on time for every scheduled tutoring session. If I am ill and unable to attend my tutoring session(s), I will make all needed phone calls to my supervisor and to the Learning Commons secretary (315-792-5517) at least 24 hours in advance to inform about my absence. If I have two (2) unexcused absences (a complete failure to contact the Center and a last minute notice of a prescheduled commitment) per semester I will be required to meet with the Coordinator. I will be placed on probation, OR my employment may be terminated at that time. The same will apply if I fail to contact the Center (NO SHOW), OR if I am late for my scheduled appointments more than two times during the semester.

_____ When socializing with other in the Learning Commons, I will maintain an appropriate voice level and I will not discuss matters regarding other students or discuss matters that are inappropriate for the workplace.

_____ If I am not tutoring and I see a person waiting for help at the desk; I will ask those waiting if I can assist them. I will help the Learning Commons by retrieving textbooks, answering basic questions about our services, etc.

_____ I will complete my timesheet and have it ready to be turned in on time. I understand that forgetting to complete any portion of my timesheet may result in my paycheck delayed until the following pay period.

_____ I will not make special arrangements to tutor students outside of my content area or my regular tutoring hours unless I receive permission to do so from my supervisor.

_____ When I leave the Center during my shift, I will inform the desk where I am going.

_____ **Writing tutors only: I will not write on student's papers. I am committed to helping students learn how to become better writers, emphasizing that writing is a process. I will not proofread papers. I will not "look over" a student's paper if the student is not present.**

_____ **All tutors: I understand that I represent the Learning Commons and Tutoring Services when I am working and I will act in a professional manner.**

I understand that violating any of the guidelines above (and other issues) may result in the violation being documented in my personnel file and/or termination my employment.

CONFIDENTIALITY STATEMENT

As a tutor of the MVCC Learning Commons, I understand that I may have access to confidential information. I am aware that I may receive verbal or written communication from my supervisor, course instructor, or students which should be kept confidential. I also understand that employment with the Learning Commons means I must take responsibility to preserve the confidentiality of any information, and that failure to adhere to these guidelines may result in the termination of my employment.

I have read the above employee confidentiality statement and understand and accept the responsibility to preserve the confidentiality of privileged information.

As a tutor, you are an employee of the college. You are expected to arrive on time, conduct tutoring sessions in a professional manner, and abide by the college's rules on academic integrity. Due to the nature of our program, direct supervision is often not possible; therefore you are on your honor to provide your tutoring service. The benefit is that colleges and employers look for individuals who demonstrate they can work in small and large groups, communicate effectively in both oral and written terms, and are able to manage their time without direct supervision.

I understand that as a mentor and role model I will conduct myself in a professional manner. I will dress in appropriate clothing as outlined in the training packet, and I will adhere to the tutor code of ethics.

Employee Printed Name

Employee Signature

Date

Coordinator Signature