

Student Academic Services Center (SASC)

TUTOR APPLICATION

Date of Application: _____ Semester(s) Applied for: Fall Summer Spring, 20_____

Name: _____ SID#: _____
Last First Middle Initial

Mailing _____ Phone: _____

Address _____ Mobile Phone: _____

_____ Email: _____

Education:

Are you currently a student: Y N Class Standing: Fr Soph Jr Sr Grad

Major: _____ Current GPA: _____

Minor: _____

Degree(s) Earned: _____

Universities Attended: _____ Dates: _____

What courses are you comfortable tutoring, considering there is no paid time for preparation for tutoring? List course and course number or subject and level. (Example: EPOB1210 or General Biology-First two semesters)

Approximately how many students would you like to tutor? _____ Students receive 2 hours of tutoring/week on average.

Are you currently or will you be employed elsewhere on campus this semester? _____

If yes, where? _____ Telephone Number: _____

Why are you interested in a tutoring job? _____

What qualifications do you possess that you think would make you a successful tutor? _____

Applicable Work Experience

Most recent employer _____

Address _____

Position _____

Duties _____

Supervisor _____ Phone (_____) _____

1. Return this **Tutor Application** and an **Unofficial Copy of your College Transcript** to the following address:

Tutor Coordinator, Student Academic Services Center
Campus Box 107
University of Colorado, Boulder, CO 80309-0107

2. Obtain a **Tutor Recommendation** from a person who has closely observed your work and have him/her send it to the above address.

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TUTOR RECOMMENDATION

To Whom It May Concern:

_____ has applied for a tutorial position through the Tutorial Services of the Student Academic Services Center (SASC). This form serves as a recommendation to hire him/her. Your assistance is greatly appreciated.

S/he has applied to tutor the following courses:

Please Rate:	<u>Excellent</u>	Good	Fair	Poor	Unknown
Overall level at which you think the applicant would perform as a tutor in your particular subject area.					
Applicant's background in your subject area.					
Applicant's communication skills					
Applicant's knowledge of subject matter					
Applicant's sense of responsibility					
Applicant's patience					

Additional comments:

Signature of person giving recommendation

Date

Position/Title

Telephone #

Please return this **Tutor Recommendation** to:

Tutor Coordinator, Student Academic Services Center
 Campus Box 107
 University of Colorado, Boulder, CO 80309-0107

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TUTOR RESPONSIBILITIES

1. **Communication:** I am responsible for responding in a timely manner to the Tutor Coordinator by phone (303/492-8761), email, or in person (Willard 385) regarding assigning new students to me, my availability, the progress or status of my current students, payroll issues, etc.
2. **Tutor's Role:** I understand that I am not expected to know the texts and content of particular classes, but instead to offer expertise in the subject of the class. I will alert the Tutor Coordinator if I find that I do not feel competent with the class material. I also understand that it is the student's responsibility to come to each tutoring session prepared with an agenda including specific problems, issues or concepts that the student wants to work on. I understand that SASC Tutorial Services is not budgeted to pay me for preparation before a session. I will inform the Tutor Coordinator when one of my students is not fulfilling his/her responsibilities.
3. **Taking on Students & Scheduling:** I am responsible for responding in a timely manner to the phone calls or emails of students assigned to me. I am aware that I may initiate contact with any of my students to determine if they would like to arrange appointments for tutoring sessions, but ultimately it is the students' responsibility to secure the help they need from me to be more successful
4. **Confidentiality:** I am responsible for keeping any information about my students, their issues, and their progress confidential at all times. The only person with whom I should discuss my student(s) is the Tutor Coordinator, Assistant Tutor Coordinator or the student's Academic Coordinator within SASC.
5. **Submitting Tutoring Hours and Getting Paid:** I am responsible for entering a record of each tutoring session using the tutoring website on a bi-weekly (2x month) basis. I am responsible for submitting all my hours by the "time sheet due date" for each pay period. I understand that it is important for SASC to have time entered by each due date for budgeting, planning, and obtaining other information about students' use of Tutorial Services. I am aware if I fail to meet a pay period deadline, then I will not be paid until the next pay period's pay date. I will not share my password with anyone and I am responsible for all entries that appear on my time sheet.
6. **Tutoring Meeting Limitations:** I understand that all tutoring sessions must be held in a public place and should not be held in either the student's or my own private home. In addition, no student can receive more hours of tutoring in one week (Sun. to Sat.) than the maximum number the Tutor Coordinator assigns for him or her. If a student wishes to have more tutoring time per week, he/she needs to contact the Tutor Coordinator directly.
7. **Student No-Shows:** I understand that I will be paid for one-half hour when I wait for a student who does not call to cancel a confirmed appointment that he/she misses. When I enter this using the tutoring website, I will only enter the meeting start time (no end time) and check the "No-show" box.
8. **Tutor No-Shows:** I understand that the students I am assigned to work with will report to the Tutor Coordinator any time that I miss a tutoring appointment without calling or sending an email to the student at least 24 hours in advance to cancel. I can lose my position as a tutor for SASC if I have 3 missed tutoring appointments in one semester.
9. **Student Feedback:** I am responsible for completing brief comments for SASC for each tutoring session I have with a student. I am aware that writing these comments should only take a few minutes, and I am allowed to end each tutoring session a few minutes early in order to compensate for that time.
10. **Tutor Feedback:** I understand that all students receiving tutoring through SASC will be completing a written evaluation of their tutors at the end of each semester.

Date: _____

Signed: _____

Phone #: _____

Print Name: _____