

**TUTOR APPLICATION**  
**Student Academic Services Center (SASC)**

**Personal Information:**

Date: \_\_\_\_\_ Semester(s) applying to Tutor: (circle) Spring Fall Summer 20\_\_\_\_\_

Name: \_\_\_\_\_ Student #: \_\_\_\_\_  
Last First Middle Initial

Local Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

**Education:**

Are you currently a CU-Boulder student? Y N Current year in school: \_\_\_\_\_  
Not a student? Refer to our Tutor Locator at: <http://www.colorado.edu/SASC/tutors>. We can not hire non-students.

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. Please list courses that you have taken at the University level (high school/pre-University level courses not accepted). (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 with SASC? \_\_\_\_\_

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 application with an **unofficial copy** of your college transcript to the following address.  
Karen Wyatt, Tutor Coordinator, Student Academic Services Center  
Campus Box 109  
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 address above.

# Student Academic Services Center – Tutorial Services Program

## 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 (Fleming 184A) 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 will enter a record of each tutoring session, using the tutoring website within 24 hours of the tutoring session. (See instructions provided.) I understand that it is important for SASC to have time entered by each due date for budgeting, planning, and obtaining feedback ("comments") about each students' use of Tutorial Services. If I fail to meet a pay period deadline, then I will not be paid until the next pay period's pay date. I understand that ALL payroll for a semester MUST be entered by the last day of classes for that semester. 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: \_\_\_\_\_

# TUTOR RECOMMENDATION for the Tutorial Services Program

## Student Academic Services Center (SASC)

To Whom It May Concern:

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

S/he has applied to tutor the following courses:

\_\_\_\_\_

<b>Please Rate:</b>	<u>Excellent</u>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Unknown</b>
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 recommendation to:

Karen Wyatt  
Tutor Coordinator  
Campus Box 109  
University of Colorado, Boulder, CO 80309