



PEER-TUTOR APPLICATION

Instructions:

1. Look over all the materials and make sure you understand the tutor application process. **If you have any questions, please call Dr. Marvin Wilson, Academic Success Center Coordinator at x1022**, stop by the ASC at 201 Wright-Potts Library, or send an e-mail at mwilson@voorhees.edu.
2. In this application packet, there should be the following:
 - 1 a. Peer Tutor Job Description
 - 2 b. Application
 - 3 c. Peer Tutor Recommendation Forms (2)
3. **Fill out the application and turn it in to Dr. Marvin Wilson, 201 Wright-Potts Library.** You can leave the application at the front desk of the library in case Dr. Wilson is not in.
4. **Give recommendation forms to two faculty members as soon as possible.** Given how busy faculty is 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 Dr. Marvin Wilson.*
5. **Contact Dr. Wilson at x1022 or by e-mail at mwilson@voorhees.edu to set up an interview time.**

All application materials are due in the Academic Success Center, 201 Wright-Potts Library, **as soon as possible.**

**Academic Success Center
Marvin Wilson, Ph.D., Coordinator
201 Wright-Potts Library, x1022
mwilson@voorhees.edu**

Peer Tutor Job Description
Voorhees College Academic Success Center

Qualifications:

- Must be currently registered at Voorhees College as a sophomore, junior, or senior;
- Must complete a *Tutor Application* and become acquainted with the *Tutor Job Description*;
- Must provide recommendations from faculty, especially in those courses that will be tutored;
- Must have obtained a 3.0 GPA or higher in any and all courses you wish to tutor;
- Must maintain at least a 3.0 overall cumulative GPA while in the tutoring position;
- Must have a high level of patience and a sincere desire to share their academic successes and abilities with their peers;
- Must reveal a professional attitude and an ongoing sense of responsibility, pride, and enthusiasm for the overall tutorial program, and;
- Must be willing to keep accurate, honest, and detailed records to be submitted in a timely manner as specified by college staff and/or the Academic Success Center Coordinator.

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 Academic Success Center 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 Academic Success Center 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 Success Center Coordinator about tutoring experiences, concerns, and strategies.

Termination:

- Lateness, excessive cancellations or absences, and/or other problems will be addressed by conference with the Academic Success Center Coordinator. A second conference can, and likely will, result in termination.
- Any breach of confidentiality will result in termination.

TUTOR APPLICATION
Academic Success Center - Peer Tutor Program

Today's Date: _____

Name: _____ Class of: _____

Student ID: _____ Cell Phone: _____

E-Mail Address (college): _____ E-Mail Address (personal) _____

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 3.5 or higher in the course), in order of preference:

<u>Courses</u>	<u>Semester/Year</u>	<u>Grade</u>	<u>Instructor</u>
<i>e.g. Sociology 101</i> <u>Smith</u>	<u>Fall /2008</u>	<u>3.0</u>	<u>John</u>
1 _____	_____	_____	_____
2 _____	_____	_____	_____
3 _____	_____	_____	_____
4 _____	_____	_____	_____
5 _____	_____	_____	_____
6 _____	_____	_____	_____

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

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

1) _____ 2) _____

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

NOTE: Your continued participation in the tutoring program is dependent upon maintaining a 3.3 overall GPA. Failure to maintain a 3.3 overall GPA will be cause for terminating your position as a tutor in this program.

PEER TUTOR RECOMMENDATION FORM

Applicant (Complete the section below):

Name: _____ **Class Year:** _____ **Cell Phone:** _____

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

<u>Course</u>	<u>Semester</u>	<u>Course</u>	<u>Semester</u>
e.g. Sociology 101	e.g. fall 2008		
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
4. _____	_____	8. _____	_____

Faculty member (Complete the section below):

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 **Dr. Marvin Wilson, ASC Coordinator**, 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 4
Comments:

I do, or could easily, have a close working relationship with this student. 1 2 3 4
Comments:

In general, this student is one I would select myself to assist other students. 1 2 3 4
Comments:

Further Comments:

Signed

Date

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e.g. Sociology 101	e.g. fall 2008		
1. _____	_____	5. _____	_____
2. _____	_____	6. _____	_____
3. _____	_____	7. _____	_____
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Date