

Albany State University

The logo features a stylized blue 'A' with a yellow flame above it. The words 'Peer Tutors' are written in a yellow, 3D-style font, with 'Peer' on the top line and 'Tutors' on the bottom line. Below this, the text '2012-2013 Application' is written in a blue, sans-serif font. A light blue shadow is cast behind the 'Peer Tutors' text.

Peer Tutors 2012-2013 Application

Please read all information carefully.

Do not leave any information blank.

Intentionally falsifying information on this application can result in dismissal.

This Packet Includes:

- **Requirements to be a Peer Tutor**
- **General information about the Peer Tutoring Program**
- **Application and Tutor Schedule Form**

PEER TUTOR APPLICATION

Dear Applicant,

Thank you for your interest in becoming a Peer Tutor! Attached to this cover letter is an application for hire, an overview of the Peer Tutors Program, a schedule for you to complete stating your work schedule, school schedule, and a schedule of your time available for tutoring. There is also a form for you to read carefully, sign, and date.

To apply for the Peer Tutor program you must:

- **Submit an application,**
- **Submit your most current unofficial transcript,**
- **Be currently enrolled full time,**
- **Have a GPA of 3.0 or higher,**
- **Earn a minimum 3.5 GPA in the subject area of tutoring,**
- **Acquire AT LEAST THREE signatures from instructors or department chairpersons, recommending you to be hired as a Peer Tutor.**

If you meet these requirements, then please return the attached forms, along with an unofficial copy of your transcript, to the FYSE Office, in the Academic Advisement Center, ACAD Room 292. **The deadline to apply is Monday, August 13, 2012.** After all initial paperwork has been completed and returned to the FSYE office, your transcript will be reviewed and you will be contacted for an interview.

All the best!



Sherrell Alexander
First and Second Year Experience Coordinator
E-mail: Sherrell.Alexander@asurams.edu
229-430-3978

GENERAL INFORMATION ABOUT THE PEER TUTORING PROGRAM

What is a Peer Tutor?

A Peer Tutor is one student offering support to another student in an academic subject. In fact, you have probably been in the role of a Peer Tutor before. Have you ever teamed up to study with another student in a class, or have offered help to a sibling or friend who was having difficulty in a subject area that you have mastered? If so, then you have been a Peer Tutor.

What happens in this Peer Tutoring Program?

If hired, you will be required to attend the mandatory orientation session. Tutors serve in a variety of capacities, including serving as Teaching Assistants, assisting in Supplemental Instruction, Study Tables, group tutoring, and one on one tutoring. You are paid hourly for the time you tutor. Paper work, procedures and tips on tutoring skills will be explained in more detail during the orientation session.

Mandatory Orientation Session– Saturday, August 18, 2012 from 9:00 AM to 2:00 pm.

Who needs Peer Tutoring?

From time to time, everybody needs extra help in their course work. Many students use Peer Tutors to develop better study skills and to get some extra support and motivation. A person does not need a tutor to do their homework or to replace class time. Tutoring goes hand in hand with the classroom experience.

What are the qualities of a good Tutor?

A good tutor is more than a good student. A good tutor should possess the following traits:

- Patience
- Dependability and Punctuality
- Good communication skills: listening, speaking, and observing
- Empathy and understanding towards others
- Good study habits
- Works well with limited supervision
- Enjoys other people

What are the benefits of being a Peer Tutor?

- Improved interpersonal and communication skills
- Flexibility in scheduling
- Satisfaction of helping others
- Confidence
- Extra spending money
- Improved knowledge of subject matter
- Increased teambuilding skills

APPLICATION

I WISH TO TUTOR (CHECK ALL THAT APPLIES):

- FALL SEMESTER
- SPRING SEMESTER
- SUMMER SEMESTER

DATE: _____

NAME: _____
(Last Name) (First Name) (MI)

RAM ID or SSN: _____ CLASSIFICATION: _____

PHONE _____
(Campus/Home) (Work) (Cell)

LOCAL ADDRESS: _____
(Street) (City) (State) (Zip Code)

HOME ADDRESS: _____
(Street) (City) (State) (Zip Code)

EMAIL ADDRESS: _____

ALT EMAIL ADDRESS: _____

CUM GPA: _____ SUBJECT GPA _____

PARENT/ GUARDIAN: _____ PHONE: _____

Do you have any physical disabilities or medical conditions that may prohibit your performance? _____

If yes, please list: _____

Have you previously tutored? _____

If so, when and where:

APPLICATION

How did you hear about the Peer Tutoring Program?

Briefly explain why you want to be a peer tutor.

Why would you make a good peer tutor?

Please list all of the course(s) you would like to tutor.

I am at least 18 years of age and would like to become a peer tutor. I have received an A or B in the course (s) I wish to tutor and have an overall GPA of 3.0 or higher.

I certify that the above information is true and complete. I also understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I further understand that the First and Second Year Experience Program will perform a pre-employment evaluation; therefore, I authorize the First and Second Year Experience Program to secure the information necessary to make a decision. I further understand that the university will adhere to the provisions of the Fair Credit Reporting Act and other applicable statutes concerning the securing of any documentation, the handling and releasing of information obtained in the pre-employment evaluation.

Applicant's Signature: _____ Date: _____

Instructor Recommendations

We request a reference to confirm this student's suitability to be a Peer Tutor. Suitability includes academic excellence in a particular subject (s), high motivation, and interest in helping other students. Your signature indicates that you recommend this student as a Peer Tutor. If you have any questions or comments, please contact Sherrell Byrd in the Office of the First and Second Year Experience, Honors Program and Academic Success Initiatives, Andrews Hall Room 314.

INSTRUCTOR'S RECOMMENDATION

Name of Instructor or Chairperson: _____
(Please Print)

I recommend this student as a peer tutor for the following course(s): _____

(Instructor's or Chairperson's Signature) _____

(Department Name) _____

INSTRUCTOR'S RECOMMENDATION

Name of Instructor or Chairperson: _____
(Please Print)

I recommend this student as a peer tutor for the following course(s): _____

(Instructor's or Chairperson's Signature) _____

(Department Name) _____

INSTRUCTOR'S RECOMMENDATION

Name of Instructor or Chairperson: _____
(Please Print)

I recommend this student as a peer tutor for the following course(s): _____

(Instructor's or Chairperson's Signature) _____

(Department Name) _____

INSTRUCTOR'S RECOMMENDATION

Name of Instructor or Chairperson: _____
(Please Print)

I recommend this student as a peer tutor for the following course(s): _____

(Instructor's or Chairperson's Signature) _____

(Department Name) _____



**Academic Advisement and Retention Center
First and Second Year Experience Program
Peer Tutors Program
Sherrell Alexander, Peer Tutor Coordinator
ACAD Room 292
Sherrell.Alexander@asurams.edu
229-430-3978**