



Disabled Student Services
College of Siskiyou

TUTORING SERVICES



**BECOME A TUTOR; APPLY NOW
BY COMPLETING THE FOLLOWING STEPS.**

STEP ONE: Complete all forms in this packet. You must have an instructor's recommendation to be a tutor (have him/her sign the recommendation statement on the first page of the application.) Once you have the instructor(s) recommendation(s), you will be interviewed by the DSS Tutor Coordinator and DSS Director. If accepted as a tutor, complete Step 2.

STEP TWO: Bring your completed packet to DSS Tutor Coordinator at the DSS office (EDDY Hall rm. 1), along with your Social Security card and a valid photo ID. (NOTE: your Social Security Card must have your current name on it.) When you turn this packet in, you must also complete a W-4 form and sign a tutor contract.

STEP THREE: Check back with DSS Tutor Coordinator at least once a week until you have been assigned to a specific time, day, and student (or students) to tutor. If your schedule and/or availability changes, please let Denise know ASAP. MAKE SURE WE HAVE YOUR CURRENT PHONE AND E-MAIL ADDRESS.

STEP FOUR: Pick-up and read your tutor handbook for all tutoring procedures, rules, tutor ethics, etc. Sign up for the tutoring class (1/2 unit). This is an online class, but in addition, we will have 2 or 3 tutor training sessions per semester. (Training is mandatory--to be paid, you participate in tutor training.)





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CONTRACT for TUTORS

Before you begin tutoring, please read over the following expectations and sign this contract:

1. Keep all tutor appointments: arrive a few minutes early so you can sign in, and pick-up a tutor report. STAY FOR THE ENTIRE ASSIGNED TIME, and if the student is late or leaves early, make sure you let DSS Tutor Coordinator know and record it on your tutor evaluation and time sheet.
2. Students need to bring their textbooks, (or other assigned books), class notes, pencil (or pen), and any other necessary class items (i.e. calculator, note cards, or computer disks). IF YOU NEED ANY SUPPLIES FOR THE TUTORING SESSION, PLEASE DISCUSS YOUR REQUESTS WITH THE DSS Tutor Coordinator.
3. If you are sick (or have a family emergency) and cannot make a tutoring meeting, call the DSS office ahead of time so we can notify your tutee.
4. Never discuss any tutee's performance with others on campus; respect the privacy of the students you tutor, and keep all personal information about their schoolwork confidential.
5. All tutoring must take place in EDDY HALL & be approved by Denise Mannion; you may NOT arrange for outside, or private tutoring sessions. You will not be hired to tutor someone who is your roommate, or who you are dating, or have a close relationship with. **Maintain a friendly, yet semi-professional relationship with those you are tutoring. DO NOT GIVE OUT YOUR PHONE NUMBER (OR EMAIL) TO STUDENTS YOU ARE TUTORING.**
4. IF YOUR SCHEDULE OR AVAILABILITY CHANGES, PLEASE NOTIFY DENISE MANNION IMMEDIATELY SO SHE CAN FIND A REPLACEMENT FOR YOU. You are not allowed to tutor during any of your schedule classes; you will not be paid for any time that you are scheduled to be in class.
5. You must participate in the tutor training and follow the guidelines that are described in the tutor handbook.

I have read the expectations listed above and will comply.

Student signature

Date



**Tutor Application Form
For Disabled Student Services
College of Siskiyou**

NAME: _____

Current Phone Number: _____

Current email address: _____

Subjects (courses) you Can Tutor:

Instructor's signature signifying
His/her Recommendation:

****Please put an X in each block of time where you are available for tutoring. (Helpful Hint-- begin by writing in your class schedule).**

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------|--------|---------|-----------|----------|--------|
| 8 AM to 8:55 | | | | | |
| 9 AM to 9:55 | | | | | |
| 10 AM to 10: 55 | | | | | |
| 11 AM to 11:55 | | | | | |
| Noon To 12:55 PM | | | | | |
| 1 PM to 1:55 PM | | | | | |
| 2 PM to 2:55 | | | | | |
| 3 PM to 3: 55 PM | | | | | |
| 4 PM to 5 PM | | | | | |