

ASC

BECOME A PAID PEER TUTOR



1. Complete and sign all forms in this packet. You must have an instructor's recommendation on your application to be a tutor. Once you have the instructor(s) recommendation(s), you will be interviewed by the ASC Tutor Coordinator.
2. You must be enrolled in at least 6 units here at COS and work no more than 20 hours per week total in all of your student jobs.
3. Return your completed packet to the Tutor Coordinator in the Academic Success Center. Be sure we have your current phone and e-mail address. Please bring your Social Security card and a valid photo ID. This is needed for your W4 packet.
4. You are not hired until this packet has been completed, authorized and have completed tutor training.
5. Check back with the ASC Tutoring 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 the coordinator know ASAP.
6. See the Coordinator for all tutoring procedures & policies. When you are assigned to work with a student, you will be given additional information.
7. In order to be hired as a tutor, training is mandatory. The Coordinator will give you information regarding training.

Thank you for joining the ASC Tutoring Team!





PAID PEER TUTOR
Application
College of Siskiyou

NAME: _____ ID # _____
 Current Phone #: _____
 Current Cell Phone #: _____
 Current email address: _____

(PLEASE PRINT CLEARLY)

Subjects (courses) you can Tutor: _____ Instructor's Recommendation: _____

I am AVAILABLE
To work at:
(check one or both)
 Weed Campus
 Yreka Campus

- Please put an X in each block of time where you are available for tutoring.
- Put a 'Y' in the box if available for tutoring at the Yreka Campus.
- Leave the box blank if you are NOT available to work.
- Print a copy of your current schedule and attach.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					

I have been awarded a Work/Study Grant from Financial Aid.
 Yes
 I would like to be an unpaid Volunteer.
 Yes

Date Received: _____
 By: _____
 Comments:

 Approved to work On:



CONTRACT for TUTORS

Before you begin tutoring, please read the following expectations and sign below.

1. I agree to discuss GUIDELINES FOR A SUCCESSFUL TUTORING SESSION with all of the students I work with. If you need additional tools/ supplies for the tutoring session, please discuss your requests with the Coordinator.
2. I have read, understand and agree to never discuss any of my tutee's performance with others on campus. I agree to respect the privacy of the students I tutor, and keep all personal information about their schoolwork confidential.
3. If your schedule or availability changes, please notify the ASC Tutoring office immediately so they can find a replacement for you. You are not allowed to tutor during any of your scheduled classes; you will not be paid for any time that you are scheduled to be in class.
4. Keep all tutor appointments: arrive a few minutes early if possible so you can sign in. STAY FOR THE ENTIRE session time. If the student is late or leaves early, make sure you let the Coordinator know. Record it on your time sheet as a 'NO SHOW' with the Name, Subject and $\frac{1}{4}$ hour for waiting.
5. If you are sick or have an emergency and are unable to attend a tutoring session, you are required to communicate and/or call the ASC Tutoring office (938. 5514) ahead of time so we can notify your tutee.
6. All tutoring must take place in the ASC or Yreka Center and be approved by the coordinator in advance. You may NOT be paid for out of the center tutoring, or private tutoring sessions. You will not be assigned to tutor someone who is your roommate, or anyone you are dating, or have a close relationship with. Maintain a friendly, yet semi-professional relationship with those you are tutoring.
7. As a general precaution, DO NOT GIVE YOUR PHONE NUMBER (OR EMAIL) TO STUDENTS YOU ARE TUTORING. We will communicate with you and your tutee(s) by phone and/or email and not give your or their information out.
8. If problems arise during a session, please communicate with the Coordinator as soon as possible so any issues can be resolved.
9. You must complete tutor training and follow all guidelines & policies.

I have read the expectations listed above and will comply.

Student signature

Date