In order for a student to apply for a position as a Peer Tutor in a subject, the student must have demonstrated his/her ability in the subject matter by receiving an A or B in the course and the student must be referred by a faculty member.

I recommend __________________________ for the position of Peer Tutor
(tutor’s name)

I had this student in ____________________________ class in ____________________________
(Course Number and Name) (year/semester)

We sincerely appreciate your evaluation of this student.

<table>
<thead>
<tr>
<th>Knowledge of subject matter</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<tbody>
<tr>
<td>Communication Skills</td>
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<tr>
<td>Desire to help other students</td>
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<td>Level of reliability/responsibility</td>
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What other qualities do you see in this individual that would aid in tutoring others?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_________________________ ___________________________  __________________
Instructor’s Signature      Phone Ext     Date

Return this form to:
Kat Powell, Learning Assistance Coordinator
Academic Development Center – Room 202 – Office #219
2nd Floor – Meyerhoeffer Building
732-6685
E-mail: kpowell@csi.edu

Office Hours:
8:00 am – 5:00 pm – Mon. thru Fri.
CSI PEER TUTOR APPLICATION

Name: ___________________________  Date: ___________________________
Local Address: ___________________  Student ID #: ______________________
City: ______________  St: ___  Zip: _________  E-Mail: _______________________
Phone: Contact Phone: ____________

Have you ever been employed by CSI? __________
Do you currently work for CSI? __________  If yes, what department____________

Please list your classes and then place an X in times you are available to tutor:

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<td>Noon-1pm</td>
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</table>

I believe the following personal qualities would make me an effective tutor:

___________________________________________________________________________

What kind of difficulties do you think students typically have in the subjects you want to tutor?

___________________________________________________________________________

How does working as a peer tutor support your career goals?

___________________________________________________________________________

Subjects you would be most interested in tutoring: ___________________________

Note: When you bring this application back, please attach copy of your college transcript (unofficial) and be ready to show your Driver’s License or State ID and your SS card.

Approximately how many hours are you interested in working? ____________
A Tutor should:

- **Be dependable**: Once your schedule has been set, stick to it. The students are depending on your help. Be the example, you are in charge!

- **Be committed**: Make sure to ask yourself why you want to be a tutor. It's not an easy job and being in it just for the money will probably leave you feeling unsatisfied.

- **Be discreet**: Maintain a student's confidentiality.

- **Be non-partisan**: Be respectful of professors instead of criticizing them- you are an employee of the college. Students who don't like their professors may need help expressing their frustration in a more constructive way. A tutor doesn't have to defend the professor, but on the other hand, a conversation between student and tutor shouldn't develop into a “professor bashing”. Attack the problem, not the person.

- **Be professional**: Attend any mandatory training sessions and maintain contact with the Learning Assistance Coordinator.

- **Be organized**: Write down your schedule, check to ensure each student has signed in, and submit timesheets on the day they are due.

- **Be patient**: Expect each tutoring session to be different because each student is different.