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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<tr>
<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: ______________

Do you work for CSI in another dept.? _________  Have you ever been employed by CSI? _________

Please 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>
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<tbody>
<tr>
<td>9-10 am</td>
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<td>10-11 am</td>
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<td>11-Noon</td>
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<td>Noon-1pm</td>
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<td>6-7pm</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: ____________________________

ocious how many hours are you interested in working? _______________

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.
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.