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.

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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<tbody>
<tr>
<td>Knowledge of subject matter</td>
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<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: ___________

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>
<th>Saturday</th>
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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: ____________________________

☆Approximately 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 unsure 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.