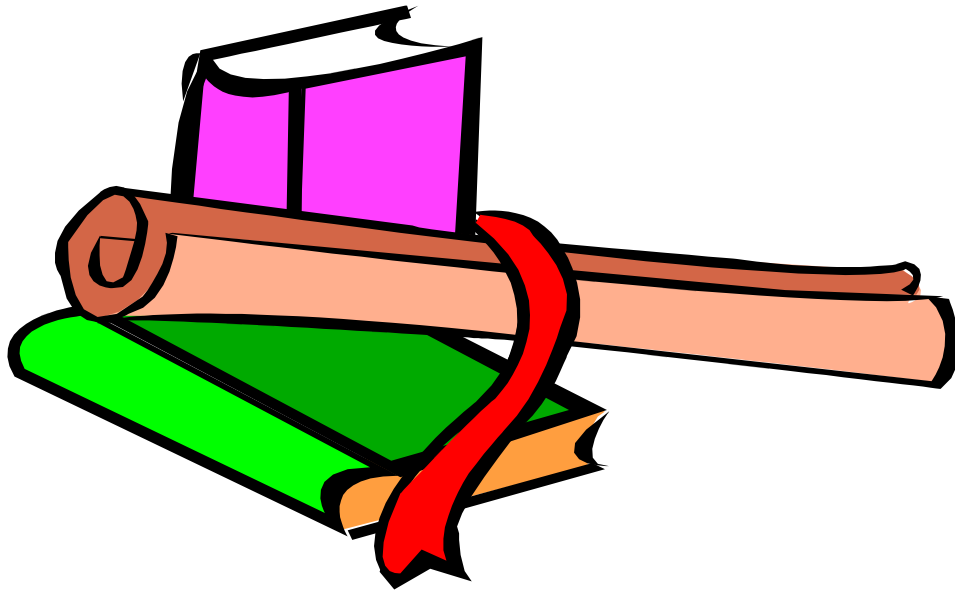# Columbus State Community College
Peer Tutoring Program

PEER TUTOR APPLICATION

Please read all information carefully.

Do not leave any information blank.

Intentionally falsifying information on this application can result in dismissal.

This Packet Includes:

➢ **Requirements to be a Peer Tutor**

➢ **General information about the Peer Tutoring Program**

➢ **Requirements to become a Certified Peer Tutor**

➢ **Peer Tutor Application and Tutor Schedule Form**

PEER TUTOR APPLICATION
Columbus State Community College

Dear Applicant,

Thank you for your interest in becoming a Peer Tutor. Attached to this cover letter is a schedule for you to complete stating your work schedule, school schedule, and schedule of your time available for tutoring. There is also a form for you to read carefully, sign, and date.

You have the possibility of becoming a Peer Tutor if you meet the following criteria:

- ➢ **You must be at least 18 years or older.**

- ➢ **You must have a GPA of 3.0 or higher.**

- ➢ **You must have received an A or B in the course(s) you wish to tutor.**

- ➢ **You must be registered for at least 3 semester hours per semester.**

- ➢ **You must acquire a signature from your instructor or their department chairperson, recommending you to be hired as a Peer Tutor.**

If you meet these requirements, then please return the attached forms, along with a copy of your transcript, to Center of Workforce Development, Room 1095. You can obtain an unofficial copy of your transcript by using CougarWeb. After all initial paperwork has been completed and returned to the Peer Tutoring office, your transcript will be reviewed and the Peer Tutoring Coordinator will consider your application.

Sincerely,

Mr. Lynn H. Giese,
College Tutoring Coordinator
E-mail: lgiese@cscc.edu

Revised 8/16/16

General Information About the Peer Tutoring Program

What is a Peer Tutor?

A Peer Tutor is one student offering support to another student for an academic subject. In fact, you have probably been in the role of a Peer Tutor before. Have you ever teamed up to study with another student in a class, or have offered help to a sibling or friend who was having difficulty in a subject area that you have mastered? If so, then you have been a Peer Tutor.

What happens in this Peer Tutoring Program?

If hired, you will come in for a training session and then you will be matched with students who need tutoring. All tutoring sessions are one-on-one and you meet with each student for two hours each week for the entire semester. You are paid hourly for the time you tutor. Paper work, procedures and tips on tutoring skills will be explained in more detail during the training session.

Who needs tutoring?

From time to time, everybody needs extra help in their course work. Many students use Peer Tutors to develop better study skills and to get some extra support and motivation. A person does not need a tutor to do their homework or to replace class time. Tutoring goes hand in hand with the classroom experience.

What are the qualities of a good tutor?

A good tutor is more than a good student. A good tutor should possess the following traits:

- ❖ Patience
- ❖ Dependability and Punctuality
- ❖ Good communication skills: listening, speaking, and observing
- ❖ Empathy and understanding towards others
- ❖ Good study habits
- ❖ Works well in small groups
- ❖ Enjoys other people

What are the benefits of being a Peer Tutor?

- ❖ Improved interpersonal and communication skills
- ❖ Flexibility in scheduling
- ❖ Satisfaction of helping others
- ❖ Confidence
- ❖ Extra spending money
- ❖ Improved knowledge of subject matter
- ❖ Increase teambuilding skills

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Becoming a Certified Peer Tutor through the National Tutoring Association

The Peer Tutoring Program at Columbus State Community College provides a Peer Tutor an opportunity to become certified through the National Tutoring Association (NTA).

The National Tutoring Association Certification requirements are as follows:

- A written recommendation from instructor or department chair
- An "A" in the course tutored
- A 3.5 or higher GPA for major area of study
- Documented commitment to tutoring or community service
- Three letters of recommendation focusing on ability to relate well with other individuals and/or academic excellence
- Unofficial transcripts
- Ten hours of structured tutor training
- Minimum of 50 hours tutorial experience
- Associate Degree or currently enrollment in degree program
- NTA membership in good standing.

A Certified Peer Tutor can enjoy the following benefits:

- Membership in a national organization
- Networking opportunities through a national organization
- Individual tutor certification
- Increased marketability for employment
- Improved communication skills
- Increased knowledge in the methods of tutoring
- Strengthen resume
- Increased knowledge of subject matter
- Improved teambuilding skills

If you have any questions about Peer Tutor Certification through the NTA, please contact Mr. Lynn Giese located at the Center for Workforce Development, Room 1095, or call 287-2474.

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PEER TUTOR APPLICATION

DATE:_____

NAME:_____ COUGAR ID:_____

PHONE (HOME):_____ (WORK):_____

ADDRESS:_____
                 (Street)   (City)   (State)   (Zip Code)

How did you hear about the Peer Tutoring
Program?_____

Are you student at Columbus State Community College? _____ If Yes, full-time or part-time?_____

Briefly explain, why you want to be a peer tutor._____

Why would you make a good peer tutor? _____

Please list all of the course(s) you would like to tutor._____

I am at least 18 years of age and would like to become a peer tutor. I have received an A or B in the course(s) I wish to tutor and have an overall GPA of 3.0 or higher.

I certify that the above information is true and complete. I also understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

_____
               Applicant's Signature

INSTRUCTOR'S RECOMMENDATION

Name of Instructor or Chairperson:_____
                              (Please Print)

I recommend this student as a peer tutor for the following course(s):_____

_____   _____
(Instructor's or Chairperson's Signature)   (Department Name)

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TUTOR SCHEDULE

Please mark an X in each 1 hour time slot that you ARE available for tutoring. Any time slot(s) left blank, I will assume you are not available for tutoring. Please list your class schedule (by course and classroom) in the appropriate time blocks.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8-9 AM						
9-10 AM						
10-11 AM						
11-12 PM						
12-1 PM						
1-2 PM						
2-3 PM						
3-4 PM						
4-5 PM						
5-6 PM						
6-7 PM						
7-8 PM						
8-9 PM						

Please Note: Tutor request are assigned according to the availability of the tutor and tutee/client. The more time you have available for tutoring, the easier it will be to place you with a tutee/client.

NAME: _____ COUGAR ID: _____

CELL PHONE:_____ HOME PHONE:_____

When is the best time to call you? _____

ADDRESS: _____
              (Street)   **(City)**   **(State)**   **(Zip Code)**

E-MAIL ADDRESS:_____

Revised 8/16/16