

Tutor Application
 Pacific Union College
 TEACHING AND LEARNING CENTER

Name : _____ Student ID: _____

Email: _____ Phone: Dorm _____ Cell _____

Hours of work desired: _____ Class standing: _____

Quarter: Fall Winter Spring Summer School Year _____

1. Are you willing to coach someone with a learning disability? Yes No
2. **Please attach a printout of your schedule from Lantern.**

COURSES RECOMMENDED BY THE INSTRUCTOR FOR YOU TO TUTOR:

1. COURSE _____

| | | |
|---|-----|----|
| Knows subject area well. | YES | NO |
| Can relate knowledge to average students. | YES | NO |
| Is dependable in meeting appointments | YES | NO |

My signature (Course Instructor) recommends this student to tutor for this class. _____
Date

2. COURSE _____

| | | |
|---|-----|----|
| Knows the subject area well. | YES | NO |
| Can relate knowledge to average students, | YES | NO |
| Is dependable in meeting appointments | YES | NO |

My signature (Course Instructor) recommends this student to tutor for this class. _____
Date

Declaration of Confidentiality

I understand that all conversations regarding students receiving tutoring services are confidential. Information given may or may not deal with sensitive issues. I realize my responsibility is to treat all information with complete respect and privacy.

I hereby promise that all information will be held in strictest confidence, which means I will not name or discuss any student's situation with anyone not currently employed by the TLC.

 Signature

 Date

Tutor Application Checklist

TEACHING AND LEARNING CENTER

Thank you for your interest in providing academic support by tutoring for the Teaching and Learning Center (TLC).

PUC professors recommend and set the qualifications for whether or not a student can be a tutor. As a tutor, you will be scheduled to work during your free time up to the number of hours you specify. (Tutors are most needed in math, science, and foreign languages.) Tutoring is fun, rewarding, and one of the most respected student jobs on campus –and it pays!

Follow these steps to complete the process of becoming a tutor:

- _____ Fill out the attached application, listing the courses you would like to tutor. Attach to your application a printout of your schedule from Lantern.
- _____ Obtain recommendations from instructors who teach the courses you would like tutor.
- _____ Talk with the professor, whose course you will tutor, about how they would like you to lead out in tutoring sessions.
- _____ Obtain a Student Authorization Form from the payroll office.
- _____ Return application, schedule, recommendation form, and payroll authorization form to the Tutor Coordinator at the TLC.
- _____ The Tutoring Coordinator will fill in your pay rate. Return the completed payroll authorization form to Payroll and ask them to teach you how to operate the time clock system.
- _____ Pick-up the appropriate tutoring report (group or individual), fill them out each time you lead a tutoring session. **Turn in tutoring reports every two weeks.**
- _____ Plan to attend both of two (2) mandatory training sessions in the 1st, and 8th weeks of the quarter.