

CSI PEER TUTOR INFORMATION SHEET

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:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9-10 am						
10-11 am						
11-noon						
Noon-1pm						
1-2 pm						
2-3 pm						
3-4 pm						
4-5 pm						
5-6pm						
6-7pm						
7-9pm						

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 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.