

CENTURY COLLEGE
PEER TUTORING & TUTORS LINKED TO COURSES
Employment Packet Overview

WHAT IS IN HERE?

1. Tutors Linked to Courses and Peer Tutoring position overview
2. Criteria needed to apply for positions
3. Employment Application
4. Supplemental Questions
5. Recommendation Forms

THINGS TO REMEMBER

1. Attach a copy of your transcripts
2. A recommendation form completed by your instructor is needed for each course you would like to tutor. There are 2 recommendation forms included in the packet, if you need more forms please see a Peer Tutor Coordinator. Please have the instructor return these via intercampus mail OR you may return the completed form in an envelope sealed by your instructor. Instructor's signature should be placed across the seal of the envelope.
3. You will be expected to attend training sessions during the semester. Typically a session on paperwork, expectations and guidelines is held the second week of classes. There will be a day long session on the fourth Saturday of Fall and Spring semesters. Throughout the rest of the semester we will provide other training opportunities. Also, you may attend any GPS, Student Success Day or other Century College sanctioned workshops. You will need to fill out a summary report of the workshop and reflect on what you learned and how it will affect your tutoring skills. It would be a good idea to speak with the Coordinator before attending the workshop to guarantee you will receive credit for your attendance.

QUESTIONS?

Keith R. Hagen
Keith.hagen@century.edu
Peer Tutor/TLC Coordinator
East 2525
651-779-3293

Jackie Reichter
Jacqueline.reichter@century.edu
Peer Tutor/TLC Coordinator
West 2460
651-779-3258

Century College

PEER TUTOR/TLC LEADER DUTIES AND RESPONSIBILITIES

1. Maintain a weekly schedule of available hours in the Academic Support Center, East Student Support Center, in a technical program lab or any other assigned room for student appointments.
2. Meet with students on a one-to-one or small group basis to give learning assistance.
3. Keep regular and accurate records of tutoring sessions using the appropriate forms.
4. Visit the class(es) you are tutoring when asked, and make contact with the instructor(s) as appropriate to obtain any necessary course syllabi or materials. TLC Leaders must attend at least 50% of the classes they are linked to.
5. Attend tutoring training sessions as required by the Coordinators.
6. Help with additional duties as assigned: answering phones, performing clerical duties, cleaning, organizing materials, greeting and meeting students, and working in the Call Center.
7. Be professional at all times. No tutor is to publicly criticize any faculty member or teaching method. Never guess at a probable grade, even though the student may push for your opinion. Please dress in a professional manner. If you maintain a Facebook, MySpace, Friendster or any other networking account please remember that you are an employee of Century College and your account could reflect upon your role as a tutor. No one wants to be tutored by “Sir Stinks A Lot” or read about how often you go trolling for dates, much less what you do on them. Keep it clean and respectable or it may lead to your dismissal as a tutor.
8. Tutors may not proofread or edit student papers for students; instead, tutors can assist the student in learning the skills necessary for the student to write, revise, and edit his/her own paper.
9. Tutors should work with tutees to ensure that both understand the demands of the assignment.
10. Tutors can assist students with researching methods and discuss appropriate documentation formats for sources.
11. Tutors are not to accuse tutees of plagiarism; rather, tutors must refer students to proper citation resources and procedures.
12. Tutoring sessions are confidential. Tutors should not discuss the details of any student or session except as directed by the Peer Tutor Coordinator unless the student gives their written permission. Use common sense.
13. Tutors are required to attend 10 hours of training sessions per semester as scheduled. This is very important to assure development of tutorial skills and for the success of the program.
14. **Tutors are expected to keep accurate records of ALL tutoring sessions.**
15. If your student fails to keep an appointment, you may charge for a fifteen-minute waiting period. After 3 missed appointments, have the student see the Tutor Coordinator.
16. If you are unable to make it in at your regularly scheduled time, you must contact the Peer Tutor Coordinator to cancel. Like the students, you are allowed 3 no shows. After the first no show, you may receive a written warning. After the second no show, you will receive a written warning and a possible reduction of hours or one-week suspension. After the third no show, you will be terminated.
17. Check the Peer Tutoring Sign-Up Book at least once a day for tutor appointments.
18. At certain points throughout the semester, you may be assigned to work with the Century College Call Center.
19. Upon being hired as a tutor you will be required to sign a contract outlining your duties and responsibilities. If you violate this agreement it may be grounds for dismissal.

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INFORMATION & APPLICATION

So you want to be a tutor!

Tutors Linked to Courses (TLC) Leader and Peer Tutor Information

What is the difference between TLC and Peer tutoring?

TLC is an academic support program that utilizes peer assisted study sessions to assist students with traditionally difficult academic courses having large class sizes. TLC sessions are an opportunity for students to compare notes, discuss readings, ask questions, and prepare for examinations.

Peer tutoring is also an academic support program; however it is not linked to specific classes. The purpose of peer tutoring is to provide a collaborative learning situation for students desiring assistance with content in a specific course or program, with study skills, with basic skills, or with computer aided instruction in our Support Centers (E2523 or W2460).

What are my responsibilities as a tutor?

TLC Leaders are responsible for leading a minimum of one, one-hour long peer assisted TLC study session per week in his or her assigned academic course. TLC Leaders attend lectures for their assigned class, take notes, work through all homework assignments as well as plan and facilitate interactive TLC sessions to assist students.

Peer Tutors are responsible for maintaining a weekly schedule of available hours in the Support Centers on the East and West Campus for student appointments. Peer Tutors meet with students on a one-to-one or small group basis to give learning assistance.

What are the benefits of being a tutor?

TLC and Peer tutoring is a paid, professional opportunity for student leaders who want to improve communication skills, gain experience working with students, review and strengthen their familiarity with an academic discipline, and gain valuable group facilitation skills desired by many employers. Tutoring schedule is flexible based on your availability. Century College is also certified by the College Reading and Language Association (CRLA). This allows us to certify tutors after meeting specific training and tutoring goals. Speak with the Coordinator for more information about the benefits of CRLA certification.

How can I apply to be a tutor?

Tutors are hired every semester for both programs. TLC Leaders and Peer Tutors who are offered a position must be willing to commit to being a Tutor for the entire semester.

TLC Minimum Qualifications Needed to Apply:

- Must be recommended by instructor to become TLC Leader for the course
- Completion of the course in which tutoring is to be offered, having earned a minimum grade “B”
- Must be willing to attend all sessions for course and hold at least 1 TLC session per week
- Must attend Tutoring meetings and training sessions
- Good interpersonal communication skills and ease in relating with people from varying educational, cultural, and social backgrounds.
- A high-level of personal responsibility, reliability, and punctuality.
- Current enrollment as a student at Century College with at least 6 credits.

Peer Tutor Minimum Qualifications Needed to Apply:

- Completion of the course in which tutoring is to be offered, having earned a minimum grade “B.” A written recommendation for each course in which you wish to tutor.
- Good interpersonal communication skills and ease in relating with people from varying educational, cultural, and social backgrounds.
- A high-level of personal responsibility, reliability, and punctuality.
- Current enrollment as a student at Century College with at least 6 credits.
- Must attend Tutoring meetings and training sessions

Please communicate your progress/problems on a regular basis. If you have any questions, stop by the Peer Tutor Coordinator’s office in room W2460 or E2525.

PROCESS FOR BECOMING A TUTOR

1. Complete the application, answer the supplemental questions and attach a copy of your unofficial transcripts
2. Ask your instructors to complete reference forms for you. (*Two reference forms have been included in this packet. If you need more than two, please see the Peer Tutor Coordinator.*)
 - a. Reference forms can either be submitted with your application in a sealed envelope or sent by the instructor directly to:
Keith R. Hagen
Peer Tutor/TLC Coordinator
East 2525
3. Submit all paperwork to the Tutor Coordinator.
4. The Tutor Coordinator will contact you to schedule an interview once all documentation has been submitted.

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APPLICATION FORM

Please print clearly.

Century College ID _____

Fall ____ spring ____ summer ____ Year ____ Date _____

Name (Print) _____
Last First MI

Local Address _____
Street City State Zip

Primary Phone (____) _____ Secondary Phone (____) _____

E-mail _____@century.edu

Position interested in: Peer Tutor _____ TLC Leader _____

Subjects interested in tutoring: _____

College Record

Year and semester you began attending Century College: _____

Classification (check one): 1st yr _____ 2nd yr _____ 3rd yr _____ 4th yr _____ Beyond _____

Major(s): _____

Total credits earned: _____

Grade Point Average: Last semester: _____ Cumulative: _____

Date you are available to start: _____

**Please provide and attach a current,
unofficial transcript.**

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Supplemental Questions

Why are you interested in this position and why do you feel you would be a good Tutor?

What are your career plans and how would being a Peer Tutor/TLC Leader contribute to those plans? Please explain how this position will benefit you.

What advice would you give to first year students that would help them become successful students?

How many hours would you like to tutor?

I authorize the Peer Tutor Coordinator to obtain records or data in support of my application from other sources. I agree that the Peer Tutor Coordinator may have access to my academic records and may include my name and/or photo as a tutor in Century College publications.

Signature

Date

**Please provide and attach a current,
unofficial transcript.**

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CENTURY COLLEGE
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INSTRUCTOR TUTOR RECOMMENDATION FORM

_____ has requested to be a tutor in classes listed below. Please be honest in your recommendations, as we strive to employ quality tutors. If you have any questions or concerns, please call Keith Hagen at (651)779-3293 or Jackie Reichter at (651)779-3258.

Please return this form to the student in a signed, sealed envelope or by intercampus mail to: Keith R. Hagen at the East Campus Student Support Center (room E2525).

The student must have received a B or better to be qualified to tutor a subject.

<u>Course:</u>	<u>Number and Section:</u>	<u>Semester taken:</u>

Qualifications	Highly Recommend	Recommend	Do Not Recommend	Not Enough Information
Capable of tutoring in areas identified above				
Able to communicate and relate meaningfully to other students				
Responsible and able to work unsupervised				
Good attendance and arrives on time				

Comments: _____

Signature: _____ Date: _____

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Comments: _____

Signature: _____ Date: _____

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