

Peer Tutor
Application for Employment

Tutors must be endorsed by the teacher of each course and program coordinator

*Please print legibly.

*Please ensure to read all pages before signing.

Name: _____

Student ID Number: _____

Home Number: _____ Cell Number: _____ Text? Y ☐ N ☐

Email Address: _____

Program: _____ Year: 1 ☐ 2 ☐ 3 ☐ 4 ☐ Semester: Fall ☐ Winter ☐ Summer ☐

I prefer my tutee contact me by: Home phone ☐ cell phone ☐ SLC e-mail ☐

☐ I would be willing to tutor a small group (up to 3 students).

☐ I am a First Generation Student.

You are a First Generation Student if your Parents/Guardians have never attended a post-secondary institution or Apprenticeship program. You are considered a First Generation Student even if your siblings have attended post-secondary or apprenticeship program.

By signing this document I agree:

- That I have read the entire document including the tutee agreement.
- That I understand all parts of the document.
- That I agree to abide by the policies contained in this document.
- That all information contained in this document is correct to the best of my knowledge
- That if my status changes, I will inform the First Generation Advisor.

Signature of Applicant: _____

Date: _____

To be completed by student and signed by instructor

Course Code	Course Title	Teacher	Teacher Signature

To be completed by program Coordinator

I _____ , support this student's application to become a tutor for the course (s) listed above.
(print name)

Signature of Program coordinator

Date

**Submit your completed application to your Student Success Facilitator
Maggie Lance, Room 202, mlance@sl.on.ca
or Stephanie McQuaid, Room 282b, smcquaid@sl.on.ca**

WHAT IS PEER TUTORING?

The Peer Tutoring Program provides assistance to students who are having difficulty in one or more of their courses. Peer Tutors are available to help explain course content, assist with study strategies, provide role modeling or even to just lend support.

Peer tutoring is available for courses in most programs and subject to tutor availability.

WHO CAN BECOME A PEER TUTOR?

Those students who are strong academically in their courses may be interested in becoming a Peer Tutor. The rewards of tutoring others include extra income, excellent experience, reinforcement of knowledge and satisfaction from helping others. Tutors should possess excellent communication skills and a positive, helpful attitude.

Students who wish to become a Peer Tutor must submit this application form to the SSF of their School

PEER TUTOR RESPONSIBILITIES AND EMPLOYMENT AGREEMENT

I understand that:

- It is my responsibility to familiarize myself with the contents of the Peer Tutor Training Manual including the Student Code of Conduct and Academic Honesty Policies and to conduct sessions in a professional manner.
- My contact information, including email and telephone number, will be shared with the tutee.
- I am required to maintain confidentiality of all tutee information, including grades and any personal information a tutee may confide to me. Any concerns that will help provide the best level of service to the tutee may be shared in confidence with the SSF.
 - Failing to show for my scheduled sessions and/or poor punctuality may affect my employment as a Peer Tutor.
- Tutors assist students to understand material already taught or already studied. Tutors do not teach new material, and are not to help tutees with assignments, projects or other work which will be graded.
- Tutors will not be matched with friends, roommates or partners, unless agreed upon by the teacher/Coordinator and/or SSF. Tutors may have previously taken or be currently attending the course or an equivalent.
- Student employees can work up to 12 hours in a week. I am not required to tutor during finals.
- Tutoring sessions last between 1-1.5 hours up to a maximum of 2 hours per week per course per tutee and additional hours, if required, may be available with SSF approval.
- Sessions may take place in small groups of 2 to 3 students.
- Sessions should take place outside of scheduled class hours, **on campus** in a quiet learning environment such as the library, study rooms or empty classrooms.

I agree to:

- Maintain regular contact with my SSF regarding any concerns or issues I may have and turn in session logs and time sheets on a regular basis.
- Let my SSF know if a tutee misses an appointment, does not contact me within one week of being matched or ceases to use my services.

PEER TUTORING IS FREE FOR ELIGIBLE STUDENTS!