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| **TLC Tutor - Job Application *DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***     |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **I can tutor the following:** | | | **SBU E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Course: /Professor:** | | | **Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Campus or Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Circle One: FR. SO. JR. SR.** | | **GR.** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |  |  |  |  |  | | **Max # of tutoring sessions per week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | **Are you currently set up for online timesheets through my.sbu.edu? Yes No** | | | |  | | | | **I am requesting a tutor for:** | |
| **Please place an "X" during the times you are NOT available for tutoring.** | | | |  |
| **Please LEAVE BLANK the times that you ARE available to meet with a tutor.** | | | |  |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | | 8:30 | 8:30 | 8:30 | 8:30 | 8:30 | |  |  |  |  |  | | 9:30 |  | 9:30 |  | 9:30 | |  | 10:00 |  | 10:00 |  | | 10:30 |  | 10:30 |  | 10:30 | |  |  |  |  |  | | 11:30 | 11:30 | 11:30 | 11:30 | 11:30 | |  |  |  |  |  | | 12:30 |  | 12:30 |  | 12:30 | |  | 1:00 |  | 1:00 |  | | 1:30 |  | 1:30 |  | 1:30 | |  |  |  |  |  | | 2:30 | 2:30 | 2:30 | 2:30 | 2:30 | |  |  |  |  |  | | 3:30 |  | 3:30 |  | 3:30 | |  | 4:00 |  | 4:00 |  | | 4:30 |  | 4:30 |  | 4:30 | |  |  |  |  |  | | 5:30 | 5:30 | 5:30 | 5:30 | 5:30 | |  |  |  |  |  | | 6:30 | 6:30 | 6:30 | 6:30 | 6:30 | |  |  |  |  |  | | 7:30 | 7:30 | 7:30 | 7:30 | 7:30 | |  |  |  |  |  | |  |  |  |  |
| **Please carefully read and then sign the Tutoring No-Show Policy on the next page.** | | | | |
| **Please note: All tutoring will take place at the Learning Center during hours of operation.** | | | | |

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**PEER TUTOR AGREEMENT**

Congratulations on becoming a tutor for the Learning Center. By serving as a peer tutor you are contributing to the goals of learning enhancement and academic excellence to which St. Bonaventure University is committed. Below is a list of stipulations governing your responsibilities while employed by the Center. Please read these stipulations carefully. This agreement will be kept in your tutoring file throughout your employment.

1. The tutor will meet his/her appointments promptly on the day and time scheduled. If the tutor anticipates he/she will need to cancel a tutoring appointment, the tutor should contact the Center 24 hours in advance of the scheduled session. **A single unexcused “no-show” on the tutor’s part could result in the tutor’s dismissal from the tutoring program.**

2. Tutorial arrangements, delays and cancellations are announced via email. Tutors are required to check their Bonaventure email daily in order to remain updated.

3. The tutor will attend tutor-training sessions sponsored by the Learning Center, as well as individual conferences with the Director if requested. Tutors will be compensated for training as he/she would be for a tutoring session.

4. It is the tutor’s responsibility as a student employee of St. Bonaventure University, to accurately report and record all hours worked, into the online time sheet and to do so according to the Student Payroll schedule.

5. The tutor will be responsible for keeping a detailed log of all tutoring sessions (evaluation sheets will be made available); these evaluations will be signed by both the tutor and tutee and kept in the tutee’s folder. This log will serve as a valuable means of assessing academic needs and may influence future curriculum development. All information or evaluative comments compiled in the log are confidential and should be shared only with other Center staff members for the purpose of further assisting the student(s) involved. A tutor who consistently fails to keep a log or who violates confidentiality will be subject to dismissal from the program.

As indication that you have read and understood the responsibilities described above, and that you intend to fulfill them, please sign and date this agreement.

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