

**Wesley College**  
**Department of Student Success & Retention**  
**Tutor Application Form**

The Department of Student Success & Retention has the following positions available:

- Subject Tutor – has an assigned work schedule for tutoring.
- On-Call Tutor – is available on an as-needed basis and is paid ONLY for hours actually tutoring.
- Writing Tutor – has an assigned work schedule for tutoring in writing.
- Reading Comprehension Tutor - has an assigned work schedule for reading tutoring and assistance.
- Organization Tutor- has an assigned work schedule for assistance with planners and getting organized.

Qualifications

1. Tutors: Competence in your academic or subject area (3.0 or higher in course or courses you wish to tutor).
2. All: Above average student with good study habits (2.75 or higher **overall** GPA).
3. Exemplary personal behavior.
4. Interest in helping others to achieve academic success.
5. Completion of EN201.

Job Description

1. Provide academic and study skills assistance in your subject area.
2. Clarify course content and promote study strategies but never do work or write papers for students.
3. Be on time, log in/out, and stay for your scheduled hours in designated areas.
4. Attend all in-service tutoring activities (i.e., staff meetings, on-going training, and discussion sessions)
5. Complete clerical and preparation responsibilities.
6. Communicate with faculty teaching your courses on a regular basis.
7. See specific, complete job descriptions in the *Wesley College Handbook for Tutors*.
8. Respect students' right to confidentiality and respond in a professional manner to diverse student needs.
9. Consult with the Coordinator if any problems are encountered or assistance is needed.

Remuneration

1. The position entails an average work commitment of two to ten hours weekly (but may vary) and is a paid position beginning at minimum wage and following federal standards for work study.
2. **All workers must be trained.** Students selected for any tutoring position will be **required to participate in the basic level Tutor Training Seminars.**
3. Wage rate will reflect BOTH training and experiential level.
4. Additional training will be offered throughout the semester.

Application Procedures

1. Return completed application form to the Tutoring Programs Coordinator.
2. Distribute two (2) faculty recommendation forms. At least one recommendation must be from a full-time faculty member in your subject area, if you are tutoring.
3. Eligible candidates will be contacted for an interview.
4. Returning tutors will be required to submit an updated availability form, confidentiality agreement, and financial documentation. They will also be required to attend training sessions.

For additional information, contact the Tutoring Programs Coordinator  
Academic Success Center, PL107A  
(302) 736-2565

# APPLICATION for TUTORING

Name: \_\_\_\_\_ Wesley ID# \_\_\_\_\_  
Last First M.I.

Local Address: \_\_\_\_\_  
Dorm & No./Street Town State ZIP

Local phone number: \_\_\_\_\_ Cell phone number: \_\_\_\_\_

Wesley College E-Mail Address: \_\_\_\_\_@email.wesley.edu  
(please note ALL CORRESPONDENCE WILL BE THROUGH WESLEY EMAIL)

Personal Email Address: \_\_\_\_\_

College Major: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Current Class Standing this semester:

Freshman  Sophomore  Junior  Senior  Grad Student

Check the position(s) you are seeking:

Subject Tutor On-Call Tutor Writing Tutor Organizational Tutor

Reading Comprehension Tutor

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## **COURSE(S) QUALIFIED TO TUTOR (check all applicable courses)**

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> AC 202 Princ. Acctg I      | <input type="checkbox"/> CH 160 Chemistry II     | <input type="checkbox"/> MA 099 Basic Math Skills     | <input type="checkbox"/> PH 100 Intro. Philosophy        |
| <input type="checkbox"/> AC 203 Princ. Acctg. II    | <input type="checkbox"/> CH 200 Org.Chem. I      | <input type="checkbox"/> MA 101 Fund. Of Algebra      | <input type="checkbox"/> PH 150 Intro. Ethics            |
| <input type="checkbox"/> BA 100 Intro. Business     | <input type="checkbox"/> CH 210 Org.Chem. II     | <input type="checkbox"/> MA 102 Intermed. Algebra     | <input type="checkbox"/> PH 200 Logic                    |
| <input type="checkbox"/> BA 120 Bus. Environment    | <input type="checkbox"/> CM 101 Public Speaking  | <input type="checkbox"/> MA 111 Precalculus I         | <input type="checkbox"/> PO 103 Intro. Political Science |
| <input type="checkbox"/> BI 100 Intro. Biology      | <input type="checkbox"/> EC 201 Princ.Microeco   | <input type="checkbox"/> MA 112 Precalculus II        | <input type="checkbox"/> PO 231 American Politics        |
| <input type="checkbox"/> BI 105 Intro.Human Bio.    | <input type="checkbox"/> EC 202 Princ. Macroeco. | <input type="checkbox"/> MA 180 Applied Math Concepts | <input type="checkbox"/> PO 241 Intro. Compar. Politics  |
| <input type="checkbox"/> BI 110 Basic A&P           | <input type="checkbox"/> EC 202 Princ. Macroeco. | <input type="checkbox"/> MA 180 Applied Math Concepts | <input type="checkbox"/> PS 100 Physical Science         |
| <input type="checkbox"/> BI 150 Biology I           | <input type="checkbox"/> EC 300 Finance          | <input type="checkbox"/> MA 201 Intro. Stats. Methods | <input type="checkbox"/> PS 102 Earth Science            |
| <input type="checkbox"/> BI 155 Biology II          | <input type="checkbox"/> ED Education courses    | <input type="checkbox"/> MA 205 Applied Statistics    | <input type="checkbox"/> PS 200 Intro. to Physics        |
| <input type="checkbox"/> BI 210 A&P I               | <input type="checkbox"/> ES 199 Sustainability   | <input type="checkbox"/> MA 211 Calculus I            | <input type="checkbox"/> PS 240 Physics I                |
| <input type="checkbox"/> BI 215 A&P II              | <input type="checkbox"/> ES 200 Environment      | <input type="checkbox"/> MA 212 Calculus II           | <input type="checkbox"/> PS 250 Physics II               |
| <input type="checkbox"/> BI 310 Microbiology        | <input type="checkbox"/> KN courses              | <input type="checkbox"/> MA 220 Found. Of Geometry    | <input type="checkbox"/> PY100 Gen. Psych.               |
| <input type="checkbox"/> BI 322 Cell Biology        | <input type="checkbox"/> LJ 101 Intro. To Law    | <input type="checkbox"/> MG 206 Prin. Of Management   | <input type="checkbox"/> PY Upper level Psych. courses   |
| <input type="checkbox"/> CH 100 Intro. Chemistry    | <input type="checkbox"/> LJ 102 Criminal Law     | <input type="checkbox"/> MG 310 Human Resource Man.   | <input type="checkbox"/> SO 100 Intro. Sociology         |
| <input type="checkbox"/> CH 130 Chem. Allied Health | <input type="checkbox"/> LJ 200 Legal Research   | <input type="checkbox"/> MK 204 Prin. Of Marketing    | <input type="checkbox"/> SP 100 Begin. Spanish I         |
| <input type="checkbox"/> CH 150 Chemistry I         |  | <input type="checkbox"/> NR 107 Intro. Prof. Nursing  | <input type="checkbox"/> SP 101 Begin. Spanish II        |

Record other courses here:

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Please list two faculty members at Wesley College who could endorse your academic qualifications to tutor the course(s) you checked.

<u>Course Listed</u>	<u>Faculty</u>	<u>Department</u>
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What particular skills or experiences do you bring to the position?

What are your personal strengths and challenges? How will these affect your job performance?

Have you had any special experiences with handicapped or learning disabled individuals? If so, explain briefly.

Why do you want to be a tutor in the Department of Student Success and Retention?

**Statement of Integrity**

*I understand that I am seeking an advanced leadership position and will serve as an academic and social role model for all students who access my services. As such, I authorize the Department of Student Success and Retention to check both my academic and judicial records to determine my eligibility for the position. If hired as a Tutor/Monitor/Proctor, I understand that violating Wesley College's policies, including that prohibiting alcohol use, can result in the termination of duties assigned to me.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return **completed** application to the Tutoring Coordinator, Academic Success Center, PL107A.

Ask two faculty members, in the area you wish to tutor, to fill out a *Faculty Recommendation* form.

Submit the two *Faculty Recommendation* forms.

Complete financial documentation and submit copies of two forms of applicable ID.

Complete a *Confidentiality Agreement*.

Submit materials by **August 23, 2017**.

Make an appointment for an interview.